

## SAMPLE INCOME VERIFICATION LETTER

\_\_\_\_\_, \_\_\_\_ of \_\_\_\_\_ of 20\_\_\_\_.

(COMPANY NAME)  
(COMPANY DEPARTMENT)  
(COMPANY ADDRESS)  
(COMPANY PHONE)

RE: Income Verification

Dear Sir or Madam,

This letter is to confirm that \_\_\_\_\_ (Name) is employed with \_\_\_\_\_ (Company) full-time/part-time and on permanent basis. He/She has been working with us since \_\_\_/\_\_\_/\_\_\_\_ (date of joining) and is not on a probationary basis.

Job Title: \_\_\_\_\_  
Duties performed: \_\_\_\_\_  
Annual Salary Income: \$ \_\_\_\_\_  
Annual bonus: \$ \_\_\_\_\_  
Year to date earnings: \$ \_\_\_\_\_  
Number of working hours \_\_\_\_\_ every day/week/month.

We are pleased to inform you that \_\_\_\_\_ (employee's name) is punctual, hard working, honest, and a valuable asset to our company.

For additional information or if you have any further questions please feel free to contact our Human Resource Department at: \_\_\_\_\_ (phone #).

I/we, \_\_\_\_\_ (Chairman/CEO), state that the details provided above are true and correct to the best of my/our knowledge.

Sincerely,

\_\_\_\_\_  
Chairman/CEO  
Company's Name

\_\_\_\_\_  
Human Resource Department  
Company's Name