TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Proof of Income Letter

Dear **[Requesting Party’s Name]**,

Please accept this letter as confirmation that **[Employee Name]** has been employed with **[Company Name]** since **[Date]**.

Currently, **[Employee Name]** holds the position of **[Employee Position]**. **[Employee Name]**’s current salary is **[Salary]** paid bi-weekly, based on a full-time basis of 40 hours a week.

If you have any questions or require additional information, please reach out to me at the above number.

Sincerely,

**[Signature]**