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]**,

This letter is to verify that **[Employee Name]** was employed full-time as a **[Position]** with our department from **[Date Range]**. During **[Employee Name]**’s employment, **[Preferred Pronoun]** successfully supported several client contacts through the account transition process.

**[Employee Name]**’s salary was **[Salary]** paid weekly, based on a full-time basis of 40 hours a week.

If you have questions regarding **[Employee Name]**’s employment with us, please reach out to me at the above phone number.

Sincerely

**[Signature]**