TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Proof of Income Letter

To Whom It May Concern,

My name is **[Employee Name]** and I am writing to verify the employment of **[Applicant Name]**. **[Applicant Name]** works at **[Name of company]** as a **[Job title]**.

**[He/she]** has worked with this company since **[Hire date]** and works **[Amount of time worked per week]** . **[Applicant Name]** earns **[Salary]** on a **[Pay period]** basis.

Please feel free to reach out if you need additional information to verify proof of employment or income.

Sincerely,

**[Signature]**