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

This letter is to inform you that Adam Smith has been employed with **[Company Name]** since September of 20XX.

The employee’s current position is Sales Manager. Adam Smith’s current salary or wage is $72,000.00 annually.

Adam Smith works an average of 40 hours per week. Adam Smith’s gross salary for the most recent pay period is $2,958.33. Adam Smith’s probability of continued employment is very good, and Adam Smith is a valued employee of this organization.

Should you have any questions or need further information, please contact the undersigned office.

Sincerely,

**[Your Name]**