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 **[Person Requesting]**,

The purpose of this letter is to confirm that **[Employee Name]** is currently employed by **[Company Name]** since their hire date of **[hire date]** and actively holds the title of **[Employee Title/Position]**. I am authorized to release the following information on their behalf to satisfy the requirements of your request.

Annual gross salary of $**[total annual salary]** paid in **[weekly, monthly or semi-monthly]** installments by **[check or direct bank deposit or hourly wage of ($hourly wage)]**.Up to **[x percent]** of this annual gross salary is eligible for an annual performance bonus.

Standard benefits include:

* Medical and dental insurance
* **[Number Of Vacation Days]** days of annual paid time off
* **[Number Of Sick Days]** days of sick leave
* 401K/retirement plan
* **[More Benefits]**

If you have any further questions or concerns, please contact me at **[phone number / email address]**.

Sincerely

**[Your Name]**