**SAMPLE INCOME VERIFICATION LETTER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_.

(COMPANY NAME)  
(COMPANY DEPARTMENT)  
(COMPANY ADDRESS)  
(COMPANY PHONE)

RE: Income Verification

Dear Sir or Madam,

This letter is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) is employed with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company) full-time/part-time and on permanent basis. He/She has been working with us since \_\_\_/\_\_\_/\_\_\_\_\_(date of joining) and is not on a probationary basis.

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Duties performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Annual Salary Income: $\_\_\_\_\_\_\_\_\_\_\_\_  
Annual bonus: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Year to date earnings: $\_\_\_\_\_\_\_\_\_\_\_\_  
Number of working hours \_\_\_\_\_\_\_\_\_\_\_ every day/week/month.

We are pleased to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee's name) is punctual, hard working, honest, and a valuable asset to our company.

For additional information or if you have any further questions please feel free to contact our Human Resource Department at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone #).

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairman/CEO), state that the details provided above are true and correct to the best of my/our knowledge.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Chairman/CEO  
Company's Name   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Human Resource Department  
Company's Name