

**Income and Employment Verification Form Letter**  
*For use by applicant when obtaining verification of income and employment*

Company or Employer Name:

Name of the employee:

Rate of pay that employee receives  
(e.g., \$ 8.50 per hour, \$200 per week):

Number of hours worked per week:  
(e.g., 30 hours):

Employee's schedule (days worked, and hours worked per day:  
(e.g., Monday through Thursday 8AM – 2 PM)

Monday	Tuesday	Wednesday	Thursday	Friday

Signature by official of the company:

Name, title, phone number of company official or employer: