**EMPLOYMENT VERIFICATION LETTER**

**[INSERT DATE]**

**[INSERT ADDRESS DETAILS]**

Dear [INSERT ADDRESSEES NAME],

This letter is to certify income and employment for [NAME] of [ADDRESS]. [He/She] has been employed at [COMPANY] and holds the title of [TITLE]. [He/She] has been an employee with [COMPANY] since [DATE]. The company is located at [LOCATION]. [His/Her] current salary is $[AMOUNT] paid yearly **OR** monthly **OR** weekly **OR** bi-weekly **OR** hourly (with an additional annual bonus of $[AMOUNT].) [NAME] works from the hours of [HOURS OF WORK].

[The offer of employment to [NAME OF INDIVIDUAL] is of indefinite duration and one in which there is a good expectation of continuing employment.]

The following supporting document(s) are enclosed as proof of income: [INSERT THOSE THAT APPLY].

* [Pay stub];
* [Wage and tax statement (W-2)];
* [Tax return (1040)];
* [Social security proof of income letter];
* [Workers’ compensation letter];
* [Bank statements].

All of the information provided is correct to the best of my knowledge.

If you have any questions regarding the information provided, please don’t hesitate to contact me at [PHONE NUMBER] or [EMAIL].

Sincerely,

[PRINTED NAME]

[TITLE]

**ACKNOWLEDGEMENT OF NOTARY PUBLIC**

State/Commonwealth of [STATE]

County of [COUNTY]

On this day of [DATE] before me, [NAME], personally known to me or who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument and acknowledged to me that he/she executed the same and that by his/her signature on this instrument the person executed this instrument.

[SIGNATURE]

Signature of Notary

My commission expires: [DATE]