

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE
(LETTERHEAD)

EMPLOYMENT VERIFICATION LETTER

Date:

Dear Respected Sir / Madam,

This letter is to certify employment and income for <<NAME>>. <<NAME>> has been employed at <<EMPLOYER>> and holds the title of <<JOB TITLE>>. He/She has been an employee with <<EMPLOYER NAME>> since <<START DATE>>. The company is located at <<EMPLOYER ADDRESS>>. His/Her current salary is <<SALARY>> with an additional annual bonus of <<BONUS>>.

If you have any questions regarding the information provided, please do not hesitate to contact me at: <<EMPLOYER'S PHONE NUMBER>> or email me at: <<EMPLOYER'S EMAIL ADDRESS>>.

Sincerely,

<<NAME OF THE PERSON SIGNING THE LETTER>>

<<TITLE OF THE PERSON SIGNING THE LETTER>>