

State of _____

Rev.374838340

EMPLOYMENT VERIFICATION LETTER

[Full Name]
[Company Name]
[Street Address]
[City, State Zip Code]

[Date]

[Company Name]
[Street Address]
[City, State Zip Code]

Dear [_____] / To Whom it May Concern,

This letter is to certify income and employment for [_____]. He/She has been employed at [employer name] and holds the title of [job title]. He/She has been an employee with [employer name] since [start date of employment]. The company is located at [employer address]. His/her current salary is [_____] paid [_____] [with an additional annual bonus of [_____]].

The following supporting document(s) are enclosed as proof of income: [_____]. 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 [Employer's Phone Number] or [Employer's Email Address].

Sincerely,

[Full Name]

[Job Title]

ACKNOWLEDGEMENT OF NOTARY PUBLIC

State/Commonwealth of _____

County of _____

On this ____ day of _____, 20____, before me, _____, personally appeared _____, 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 of Notary

(Seal, if any)

My commission expires: _____