Letter to Verify Employment

The employer may submit a statement, on company letterhead, for verification. The statement must include:

1) The name of the individual receiving the income
2) The gross amount of income received
3) The frequency of income received (i.e. weekly, every two weeks, twice a month, monthly or annually for seasonal or self-employed)

A sample letter could be written as follows:

This statement is to confirm that _______________________ is employed at
Name of Employee
_________________________.

Name of Employer
______________________ received a gross income (before deductions for
Name of Employee
taxes, social security, insurance, etc.) of $______________ on ___/___/___.

Date

The frequency of payment is:

☐ Weekly ☐ Every two weeks ☐ Twice a month ☐ Monthly

_________________________/_____________ ___________ _______
Signature of Employer  Title     Date

________________________
Address              State    Zip Code         (____)_________________
Telephone Number

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