# **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)

**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 ☐ Annually

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Employer Title Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** **State Zip Code** **Telephone Number**

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