

## **Income Verification Letter Sample**

To Whom it May Concern:

This letter confirms that [Name] is employed with [Name of Organization]. This is a full-time position. She has worked with us since [Date] and has passed all probationary requirements.

In this current position, [Name] earns [Salary/Wage Amount] and works 40 or more hours a week. A bonus is not guaranteed but is sometimes offered by our company.

Please do not hesitate to contact us if you have any further questions, you can call me at [Phone Number].

Sincerely,

[Signature]

[Your Name]