

## 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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