

# Proof of Income Letter from Employers

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Quantum Solutions  
456 Innovation Drive  
Silicon Valley, CA 95054  
Phone: (555) 234-5678  
Email: hr@quantumsol.com  
Date: March 10, 2025

**Recipient:**

Ms. Patricia Lee  
Senior Loan Officer  
First National Bank  
890 Banking Blvd.  
Silicon Valley, CA 95054

**Salutation:**

Dear Ms. Lee,

**Subject:**

Verification of Employment and Income for Michael Chen

**Body:**

I am pleased to provide the employment verification and detailed income information for Michael Chen, pursuant to his application for a home loan through First National Bank. Michael has been a dedicated employee at Quantum Solutions since January 15, 2015, and currently holds the position of Lead Systems Analyst in our IT Department.

**Employment Status and History:**

- **Position:** Lead Systems Analyst
- **Department:** Information Technology
- **Employment Start Date:** January 15, 2015
- **Employment Status:** Full-time, Permanent
- **Hours Worked Per Week:** 40+

#### **Income Details:**

- **Annual Base Salary:** \$130,000, paid on a biweekly basis.
- **Biweekly Gross Pay:** Approximately \$5,000 before any deductions.
- **Additional Compensation:**
  - **Annual Performance Bonus:** Approximately \$20,000, subject to company performance and individual contribution.
  - **Stock Options:** Michael is part of our employee stock option plan, which could significantly increase the total compensation depending on the company's stock performance.

#### **Additional Benefits:**

- **Health Insurance:** Employer-subsidized health, dental, and vision insurance.
- **Retirement Plan:** 401(k) with company match up to 5% of annual salary.
- **Education Reimbursement:** Up to \$5,000 per year for approved educational courses or programs.

#### **Employee Standing:**

Michael has consistently demonstrated strong technical skills and leadership within his team. His contributions have been pivotal in several high-profile projects that have driven substantial business value for Quantum Solutions. His employment is in good standing, and he is recognized as a highly reliable and valuable asset to our team.

**Conclusion:**

Attached to this letter, you will find copies of Michael's most recent pay stubs, the annual summary of his total compensation for the past year, and his Form W-2 from the previous tax year. These documents corroborate the financial information provided herein. Should you need any further details or have specific queries regarding Michael's employment or income, please do not hesitate to contact me at the information provided above.

**Closing:**

Warm regards,

[Signature]

Samantha Rowe

Director of Human Resources

Quantum Solutions

**Attachments:**

1. Recent pay stubs
2. Annual compensation summary
3. Form W-2 from the last tax year