

# Proof of Income Letter for Employee

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XYZ Corporation  
101 Corporate Blvd  
Tech City, TX 75001  
Phone: (555) 123-4567  
Email: hr@xyzcorp.com  
Date: March 10, 2025

**Recipient:**

Mr. Daniel Greene  
Branch Manager  
City Bank  
234 Finance Street  
Tech City, TX 75001

**Salutation:**

Dear Mr. Greene,

**Subject:**

Income Verification for Susan Bennett

**Body:**

This letter serves to verify the employment and income details of Ms. Susan Bennett, an employee at XYZ Corporation, as requested for her mortgage application with City Bank.

**Employment and Income Details:**

- **Position:** Senior Software Developer

- **Department:** Information Technology
- **Start Date of Employment:** June 5, 2018
- **Employment Status:** Full-time, Permanent
- **Annual Gross Salary:** \$95,000
- **Payment Frequency:** Biweekly
- **Additional Income:** Ms. Bennett also receives an annual performance bonus, which typically ranges from \$5,000 to \$10,000, dependent on both personal performance and the company's fiscal results.

**Company Confirmation:** XYZ Corporation is a leading firm in the software development industry, employing over 2,000 staff members. Ms. Bennett has been a highly dependable and skilled employee, contributing significantly to several key projects. Her financial remuneration is reflective of her valuable contributions and her senior role within our organization.

**Conclusion:**

Please find attached a copy of Ms. Bennett's most recent pay stub and the employment confirmation letter from XYZ Corporation HR department. These documents confirm her income as stated above. Should you require any further information or additional documentation, please do not hesitate to contact me directly at the phone number or email provided above.

**Closing:**

Sincerely,

[Signature]

John Doe

Human Resources Manager

XYZ Corporation

**Attachments:**

1. Most recent pay stub
2. Employment confirmation letter from HR