

# Salary Verification Letter for Proof of Income

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John Doe  
1234 Maple Street  
Anytown, State, 12345  
March 3, 2025

Jane Smith  
Loan Officer  
Anytown Bank  
5678 Bank Lane  
Anytown, State, 12345

Dear Ms. Smith,

I am pleased to furnish this detailed salary verification letter for Mr. John Doe, who has been a pivotal member of ABC Corporation since January 10, 2020. As a Marketing Manager, Mr. Doe has been instrumental in shaping our marketing strategies and driving sustainable growth. His role requires adeptness in handling complex projects, leading a team of marketing professionals, and maintaining strong client relationships—all of which he manages with exceptional proficiency.

## **Salary and Additional Compensation Details:**

- **Base Annual Gross Salary:** \$75,000, which is disbursed bi-weekly, resulting in a monthly gross of approximately \$6,250.
- **Performance-Based Bonuses:** Annually, Mr. Doe is eligible for performance bonuses. These bonuses are contingent upon individual performance metrics and overall company financial health, with past bonuses ranging from \$5,000 to \$10,000.

- **Commission Scheme:** As part of his incentive package, Mr. Doe earns commissions for business development activities. This program typically contributes an additional \$12,000 to his annual earnings, based on targets met.
- **Overtime:** Mr. Doe is also eligible for overtime pay at one and a half times the normal rate for any approved hours worked beyond his contractual hours, though such occasions are infrequent given his executive level.

**Benefits Package:**

- **Healthcare Coverage:** Full coverage for medical, dental, and vision insurance, ensuring comprehensive health care for Mr. Doe.
- **Retirement Plan:** Contributions to a 401(k) retirement plan with a company match of up to 5% of his annual salary, enhancing his future financial security.
- **Life Insurance:** A life insurance policy worth twice his annual salary, safeguarding his family's financial interests.
- **Paid Time Off:** Mr. Doe is entitled to 20 days of paid vacation each year, along with standard public holidays and sick leave, ensuring ample time for rest and personal matters.

**Job Security and Future Prospects:** Mr. Doe's employment with ABC Corporation is not subject to any fixed term and is expected to continue indefinitely. His commitment to his role and the substantial value he adds to our company underscore his secure position within the organization. We highly value his contributions and foresee a continued upward trajectory in his career with us.

**Conclusion:** We trust that this detailed account of Mr. Doe's compensation and benefits demonstrates his financial stability and reliability as an applicant for financial services. We acknowledge his excellent standing within our company and are confident in his ongoing success.

Should there be any further information you require or additional inquiries you wish to make regarding Mr. Doe's employment, please contact me directly at (123) 456-7890 or via email at [hr@abccorp.com](mailto:hr@abccorp.com). We aim to provide any assistance needed to facilitate your assessment and are eager to expedite any processes involved.

Thank you for giving this matter your attention. We appreciate the thorough review you are conducting on behalf of Mr. Doe.

Warm regards,

Samantha Right

Human Resources Manager

ABC Corporation

[hr@abccorp.com](mailto:hr@abccorp.com)