**Proof of Income Letter Template**

**[Your Company’s Letterhead or Logo]**
**[Company Name]**
**[Company Address]**
**[City, State, ZIP Code]**
**[Phone Number]**
**[Email Address]**

**[Date]**

**To Whom It May Concern,**

This letter serves as official verification of employment and income for **[Employee's Full Name]**, who is currently employed at **[Company Name]**.

**[Employee's Full Name]** has been employed with us since **[Employment Start Date]** and currently holds the position of **[Job Title]**. This is a **[Full-time/Part-time/Contract]** position, and **[he/she/they]** is considered to be in good standing with our organization.

As of the date of this letter, **[Employee's Name]** earns a salary of **$[Amount] per [year/month/week/hour]**, which equates to approximately **$[Gross Monthly or Annual Income]** before taxes and deductions. This income is consistent and reliable, and there are no known plans to change the terms of employment at this time.

Should you require any additional information or clarification, please feel free to contact me directly at **[Phone Number]** or **[Email Address]**.

Sincerely,

**[Authorized Representative’s Name]**
**[Title]**
**[Company Name]**
**[Signature]**



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Proof of Income Letter (Example)

**Evergreen Marketing Solutions**
123 Oakwood Avenue
Springfield, IL 62704
Phone: (217) 555-0198
Email: hr@evergreenmkt.com

**July 22, 2025**

**To Whom It May Concern,**

This letter serves as official verification of employment and income for **James T. Reynolds**, who is currently employed at **Evergreen Marketing Solutions**.

**Mr. Reynolds** has been employed with us since **March 15, 2021**, and currently holds the position of **Senior Marketing Analyst**. This is a **full-time** position, and he is considered to be in good standing with our organization.

As of the date of this letter, **Mr. Reynolds** earns a salary of **$78,000 per year**, which equates to approximately **$6,500 per month** before taxes and deductions. This income is consistent and reliable, and there are no known plans to change the terms of his employment at this time.

Should you require any additional information or clarification, please feel free to contact me directly at **(217) 555-0198** or **hr@evergreenmkt.com**.

Sincerely,

**Carla D. Whitman**
Human Resources Manager
Evergreen Marketing Solutions
Signature on file