

# SALARY VERIFICATION LETTER

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\_\_\_\_\_[Sender's Name]  
\_\_\_\_\_[Sender's Title]  
\_\_\_\_\_[Sender's Company]  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_[Sender's Company Address]

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_[Recipient's Name]  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_[Recipient's Address]

Subject: Salary Verification for \_\_\_\_\_[Employee's Name]

Dear \_\_\_\_\_[Recipient's Name],

I am writing to confirm the employment and salary details for \_\_\_\_\_[Employee's Name], who is currently employed at \_\_\_\_\_[Sender's Company Name] as a \_\_\_\_\_[Employee's Job Title]. This letter serves as verification of their income, as requested for \_\_\_\_\_[Purpose of Verification, e.g., loan application, rental agreement, etc.].

Please find the relevant information below:

- Employment Status: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Contract ☐ Other: \_\_\_\_\_
- Hire Date: \_\_\_\_\_[Employee's Hire Date]
- Job Title: \_\_\_\_\_[Employee's Job Title]
- Annual Salary: \$\_\_\_\_\_ [Employee's Annual Salary]
- Overtime Pay: \_\_\_\_\_[Employee's Overtime Pay Rate and Eligibility, if applicable]
- Additional Compensation: \_\_\_\_\_[Bonus, Commission, or other forms of additional compensation, if applicable]

Please note that the above-mentioned details are accurate as of the date of this letter.

\_\_\_\_\_[Employee's Name] is a valued member of our team, and their current employment with \_\_\_\_\_[Sender's Company Name] is in good standing. However, please be aware that this letter does not guarantee continued employment or salary, as these factors may be subject to change at the company's discretion.

If you require any additional information or have any questions, please feel free to contact our Human Resources Department by email at \_\_\_\_\_[Sender's HR Email], or by phone \_\_\_\_\_[Sender's HR Phone] and we will be happy to assist you.

Thank you for your attention to this matter.



Sincerely,

|       |                         |
|-------|-------------------------|
| _____ | [Sender's Name]         |
| _____ | [Sender's Job Title]    |
| _____ | [Sender's Company Name] |
| _____ | [Sender's Phone Number] |
| _____ | [Sender's Email]        |

