

[Employer name]
[Street Address]
[City, State Zip Code]

[Date]

Subject: Proof of Income Letter for [Name of employee]

Dear [Name of landlord or apartment community],

Please accept this letter as proof of income and verification of employment for [name of employee] at [name of employer]. [Name of employee] joined our team in [month and year of employment start], and currently holds the position of [job title]. [Employee name] is a [full-time/part-time] employee who earns \$[dollar amount] per [week/month/quarter/year].

Please feel free to contact me at [employer e-mail] or [employer telephone] with any concerns or questions.

Best Regards,

[Leave space for signature]

[Employer name]
[Employer title]
[Employer phone number]
[Employer email address]