[Your firm name and logo]

[Company legal name]
[Company address]
[Company phone]
[Date]
To: [Recipient name or organization]
Re: Proof of income for [Employee full name]

To whom it may concern,

Employment
[Employee full name] has worked for [Company legal name] since [start date] and is currently employed as [job title] in [department].

Status
The position is [full time / part time] and [permanent / temporary / seasonal].

Base pay, salaried (optional)
[Employee first name] earns an annual base salary of $[amount], paid [weekly / every two weeks / twice a month / monthly].

Base pay, hourly (optional)
[Employee first name] is paid $[rate] per hour and has worked an average of [hours] hours a week from [start of period] to [end of period], paid [pay frequency].

Variable pay (optional)
In addition to base pay, [Employee first name] received [overtime / bonus / commission] of $[amount] in [last year] and $[amount] so far in [this year].

Year-to-date earnings
Gross earnings for [this year], as of the pay date of [pay date], total $[amount].

Continuance (optional)
We have no current plans to end this employment.

Verification
To confirm this information, contact [signer name], [title], at [phone] or [email].

Sincerely,
Signature: _____
[Signer name]
[Title], [Company legal name]