**Employment Verification Letter Template**

[Current Date]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

This letter is to verify income and employment for Mr. John Smith of 123 Elm Street, Anytown, USA. Mr. Smith is a valued member of our team at XYZ Corporation, holding the position of Senior Marketing Analyst. He has been a dedicated employee of our company since July 15, 20XX. Our company headquarters is located at 456 Oak Avenue, Anytown, USA. Mr. Smith's current annual salary is $60,000, paid on a bi-weekly basis, with an additional annual bonus of $5,000. Mr. Smith's standard work hours are from 9:00 AM to 5:00 PM, Monday through Friday.

The offer of employment to Mr. John Smith is of indefinite duration, and we anticipate his continued employment with our organization.

Enclosed, please find the following supporting documents as proof of income:

• Pay stubs for the past three months.

• Wage and tax statement (W-2) for the previous tax year (20XX).

• Bank statements for the past six months.

Please be assured that all the information provided is accurate to the best of my knowledge. If you require any further clarification or have additional questions regarding Mr. Smith's employment or income, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Printed Name]

[Your Title]

XYZ Corporation