

Income Certification Letter

[Company Letterhead]

Subject: Income Certification for [Employee Name]

To Whom It May Concern,

This letter certifies the employment and income details of [Employee Full Name], who has been employed with [Company Name] since [Start Date] in the capacity of [Job Title].

Employment Details:

- Position: [Job Title]
- Employment Type: [Full-time/Part-time]
- Department: [Department Name]
- Employment Status: Active

Income Information:

- Annual Gross Salary: [Amount]
- Monthly Gross Salary: [Amount]
- Additional Compensation: [Bonuses/Commissions/Allowances, if applicable]

[Employee Name] is a valued member of our team, and we have no plans to terminate [his/her/their] employment. [He/She/They] has maintained a consistent employment record with our organization.

This certification is issued at the request of the employee for the purpose of [loan application/financial documentation/other purpose].

For verification or further information, please contact:

[HR Contact Name]

[Title]

[Phone Number]

[Email Address]

Respectfully,

[Signature]

[Name]

[Title]

[Date]

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