

**Income and Employment Verification Form Letter**

*For use by applicant when obtaining verification of income and employment*

**Company or Employer Name:**

**Name of the employee:**

**Rate of pay that employee receives**  
(e.g., \$ 8.50 per hour, \$200 per week):

**Number of hours worked per week:**  
(e.g., 30 hours):

**Employee's schedule (days worked, and hours worked per day:**  
(e.g., Monday through Thursday 8AM – 2 PM)

Monday	Tuesday	Wednesday	Thursday	Friday

**Signature by official of the company:**

**Name, title, phone number of company official or employer:**