Letter to Verify Employment

The employer may submit a statement, on company letterhead, for verification. The statement must include:

1) The name of the individual receiving the income
2) The gross amount of income received
3) The frequency of income received (i.e. weekly, every two weeks, twice a month, monthly or annually for seasonal or self-employed)

A sample letter could be written as follows:

This statement is to confirm that ___________________ is employed at ___________________.

Name of Employee

___________________ received a gross income (before deductions for taxes, social security, insurance, etc.) of $_____________ on ___/___/_____.

Date

The frequency of payment is:

☐ Weekly ☐ Every two weeks ☐ Twice a month ☐ Monthly ☐ Annually

________________________/__________

Signature of Employer

Title

Date

________________________

Address

State

Zip Code

Telephone Number

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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