

**LETTERHEAD**



MM/DD/YYYY

**ISSUE DATE MAY BE NO OLDER  
THAN 6 MONTHS**

## **SALARY VERIFICATION LETTER**

To Whom It May Concern,

This letter is to attest that **Richard Yorkshire (example)** has been employed in Company Name as an Executive Assistant since MM/DD/YYYY.

**SPONSOR NAME**

Holds the title of Executive Assistant

Earns a yearly salary of US\$XXXXX

**AMOUNT OF MONEY**

**CURRENCY**

If you have any additional questions, please feel free to contact me at the number listed below.

Sincerely,

John Brown  
Human Resources

A stylized handwritten signature in black ink.

**SIGNATURE / AUTHENTICATION**

**COMPANY NAME**

1 YORKSHIRE STREET, YORKTOWN, YK, 12345 / 917.123.4567 / COMPANYNAME.COM