

Healthy San Francisco Sample Employer Letter

A letter from an employer should include all the following information

Name of Employer/Company
Name (of person writing letter)
Address
City, State, Zip
Telephone number

Today's Date

Dear Application Assistor:

I certify that _____ is an employee of _____.
(Name of person receiving income or employee) (Company name).

_____ gross income for this pay period is \$_____ and frequency of pay is **(once a week, twice**
(Employee's name

monthly, every two weeks, or once a month). This letter does not guarantee employment or wages.

I certify that the information presented in this letter is true and correct.

Sincerely,

Name
Job Title or Position

DIRECTIONS

- An employer letter can only be used if applicant cannot provide: a copy of the paycheck stub for a pay period ending within the last 45 days, or a copy of the previous year's Federal Tax Forms 1040, 1040A, 1040EZ, or an e-file printout of these forms.
- An employer letter can be used only to document earnings from a job, often referred to as "earned income". This includes cash, wages, salary, commissions, tips, or under the table (untaxed) income. This cannot be used for self-employment income.
- An employer letter can be written in any language
- This document must be dated within 45 days from when the program receives document.
- This employer letter is acceptable for the Healthy San Francisco program in San Francisco County.