

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
Employee's name

once a week, twice 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