

## Sample Employer Letter

### Company Letterhead

Must include the following information:

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

Today's date

AIM Program  
P.O. Box 15559  
Sacramento, CA 95852-0559

Dear AIM Program:

I certify that (Name of person receiving income or employee) is an employee of (name of company). (Employee's name) gross income for this pay period is \$\_\_\_\_\_ and frequency of pay is (once a week, twice monthly, every two weeks, once a month). This letter does not guarantee employment or wages.

The information provided above is true and correct to the best of my knowledge.

Sincerely,

Name  
Job Title or Position