

Letter to be printed  
on Employer  
company letterhead  
including ABN  
details

<date>

## To Whom it may Concern

This letter confirms the following income and employment information for

\_\_\_\_\_

Company Name & ABN:	<Insert ABN>
Employment type:	Full Time/Part Time/ Causal/Contract
Employed from:	_____ to the present
Current role:	
Gross Annual Salary:	
Net Annual Salary	
Tax Withheld	

Regards

<employer signature>

<Employer Name>

<Employer Title>

<Company Name>

Ph: <Phone>

Email: <Email>