Employer Letter

(This letter must be completed and signed by your employer, not by applicant.)

Applicant's Name: _____ Date:_____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor Name: _____

Date of Hire: _____

Please Select Prior Month of date this is completed:

☐ **January** ☐ **February** ☐ **March** ☐ **April** ☐ **May** ☐ **June**

☐ **July** ☐ **August** ☐ **September** ☐ **October** ☐ **November** ☐ **December**

Total Monthly Gross Income for month selected above (before taxes) $_____

Hourly Wage: _____ Hours worked per week: _____

Pay Period (please select one option): ☐ **Weekly** ☐ **Bi-weekly** ☐ **Semi-Monthly** ☐ **Monthly**

Calculations are set as follows to get the monthly income

Weekly x 4.33

Biweekly x 2.166

Twice a month X 2

You may be tempted to multiply the number of hours someone works per week by the hourly rate and then multiply that by four since that's how many weeks are in a typical month, but because there are 12 months and 52 weeks in a year, that means the actual average number of weeks in a month is 4.33.

Employer Signature: _____ Date: _____

Employer Telephone Number: _____

Last Updated: 03/25/2022