



Employment Verification Letters

Employment Verification Letters are required for all jobs reported as income on your tax return. Letters should be notarized, if possible. If notarization is not possible, letters must be on the company letterhead with contact information. Please provide letters from your employers that states the following:

- Name
- Address
- Employment status (full or part-time)
- Length of time you have been employed with this employer
- Expected Salary for the current year
- Benefits
- Does the employer provide medical insurance?
 - If yes, does this coverage extend to employee's family members
- Probability you will continue employment in the future
- Self-employed applicants will be required to provide a notarized letter from a CPA in lieu of the employer's letter

Letters must be signed by the applicant's supervisor or a member of HR. Mail the original to us to:

Florida Adoption Center, LLC
Attn: Home Study
1840 Sarno Road
Melbourne FL, 32935

If you have any questions, e-mail HomeStudy@FloridaAdoptionCenter.com.

Thank you for your assistance to this family.