

[Company Letterhead]

[Date]

To: [Mortgage Company Name]
[Mortgage Company Address]
[City, State, Zip Code]

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

This letter is to confirm that [Employee Name] is currently employed by [Company Name].

Employment Details:

Job Title: [Job Title]
Employment Status: [Full-time / Part-time]
Hire Date: [Start Date]

Compensation Details:

Hourly Pay Rate: \$[Amount] per hour
Average Hours Per Week: [Number of Hours]
Year-to-Date Earnings: \$[Amount]
Overtime/Bonus Eligibility: [Yes/No - if yes, specify frequency and average amount]

We confirm that [Employee Name] is an employee in good standing. If you require any further information, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]