

[Company Letterhead]

[Date]

[Lender Name / Mortgage Company]

[Lender Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Full Name] with [Company Name].

Employment Details:

Job Title: [Employee Job Title]

Employment Start Date: [Date]

Employment Status: [Full-time / Part-time / Permanent]

Current Salary/Wages: [Amount] per [Year/Hour]

Bonus/Commission Eligibility: [Yes/No - Details if applicable]

[Employee Full Name] is currently an employee in good standing. We understand this information is being used for the purposes of a mortgage application.

If you require any further information or have additional questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]