

[Company Letterhead or Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Lender Name or Mortgage Company]  
[Lender Address]  
[City, State, Zip Code]

**Subject: Employment Verification for [Employee Name]**

To Whom It May Concern,

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

**Employment Details:**

- **Position:** [Job Title]
- **Employment Status:** Part-Time
- **Start Date:** [MM/DD/YYYY]
- **Current Pay Rate:** \$[Amount] per [Hour/Month]
- **Average Hours per Week:** [Number] hours
- **Year-to-Date Earnings:** \$[Amount]

In the previous calendar year ([Year]), the employee earned a total of \$[Amount], which included [Base Pay/Overtime/Bonuses].

[Employee Name] is an employee in good standing, and their probability of continued employment is [Stable/High].

If you require any further information or additional documentation regarding this employee's status, please feel free to contact me directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]  
[Title/Position]  
[Company Name]