

[Company Letterhead]

[Date]

[Lender Name]

[Mortgage Company Address]

[City, State, Zip Code]

RE: Verification of Employment and Income for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for **[Employee Name]** with **[Company Name]**.

Employment Details:

Current Title: [Executive Job Title, e.g., Chief Financial Officer]

Employment Status: Full-time

Original Hire Date: [Date]

Current Office Location: [City, State]

Compensation Breakdown:

Current Annual Base Salary: \$[Amount]

Annual Executive Bonus (Historical Average): \$[Amount]

Stock Options/Equity Vesting (Current Year): \$[Amount]

Other Allowances: \$[Amount]

Total Projected Annual Compensation: \$[Total Amount]

We confirm that [Employee Name] is an employee in good standing. We anticipate their continued employment with the firm for the foreseeable future.

Should you require additional documentation or have further questions, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., VP of Human Resources]

[Company Name]