

[Date]

[Lender Name / Mortgage Company]

[Lender Address]

[City, State, Zip Code]

Subject: Verification of Employment 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 Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Hire Date:** [Date of Hire]
- **Current Employment Status:** Active

Salary and Compensation Details:

- **Base Salary/Wage:** \$[Amount] per [Year/Hour]
- **Average Overtime/Bonus:** \$[Amount] (if applicable)
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]

We confirm that [Employee Name] is an employee in good standing. If you require any further information or additional documentation regarding their employment, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]