

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

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

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name]. This information is provided at the request of the employee for their mortgage application process.

Employment Details:

- **Start Date of Employment:** [MM/DD/YYYY]
- **End Date of Employment:** [MM/DD/YYYY or "Present"]
- **Current Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]

If you require any further information or additional documentation regarding the dates of employment, please contact the undersigned at [Phone Number] or [Email Address].

Sincerely,

[Signature]

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