

[Company Letterhead]

[Date]

[Lender Name / Mortgage Company]

[Lender Address]

[City, State, Zip Code]

RE: Employment and Job Duties Verification for [Employee Name]

To Whom It May Concern,

This letter is to confirm that [Employee Name] is currently employed with [Company Name] as a [Job Title]. [He/She] has been employed with us on a [Full-time/Part-time] basis since [Start Date].

As part of [Employee Name]'s role, their primary job duties and responsibilities include:

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]

The current annual salary/hourly rate for this position is [Amount]. The employee is currently in good standing with the company.

If you require any further information or documentation regarding [Employee Name]'s employment status or responsibilities, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]