

[Company Letterhead]

[Date]

**To:**

[Lender's Name or Mortgage Company]

[Lender's Address]

[City, State ZIP Code]

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

Dear Sir or Madam,

This letter is to confirm the employment details of **[Employee's Name]**, who has given my/our company permission to provide this information as part of their mortgage application process.

**Employee Name:** [Employee's Full Name]

**Employee Position/Title:** [Job Title]

**Employment Status:** [Full-Time/Part-Time]

**Date of Hire:** [Start Date]

**Current Salary:** [Base Salary]

**Annual Bonus/Commission (if applicable):** [Details]

To the best of our knowledge, **[Employee's Name]** is currently employed with us and remains in good standing.

If you require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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[Your Name]

[Your Title/Position]

[Company Name]

[Company Phone Number]