

[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,

[Your Name]

[Your Title/Position]

[Company Name]

[Company Phone Number]