

Date: [Insert Date]

[Your Company Letterhead]

[Mortgage Company's Name]

[Mortgage Company's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm the employment of [Employee's Name] at [Company Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Job Title].

[Employee's Name] is a full-time employee, working [Insert Number] hours per week with an annual salary of [Insert Salary].

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]