

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Loan Officer's Name, if applicable]

[Lender's Institution Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company Name] since [Employment Start Date]. [Employee's Name] holds the position of [Employee's Position] and is currently working on a [Full-Time/Part-Time] basis.

[Employee's Name] earns a salary of [Employee's Salary] per [year/month/week].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]