

# Employment Verification for Mortgage Refinancing

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Lender's Name],

This letter is to confirm the employment status of [Employee's Name], who is employed at [Company Name] as a [Job Title].

## **Employee Information:**

- **Employee Name:** [Employee's Name]
- **Job Title:** [Job Title]
- **Employment Status:** [Full-time/Part-time]
- **Start Date:** [Start Date]
- **Annual Salary:** [Annual Salary]

[Employee's Name] has been a valuable member of our team, and their employment is verified as stated above. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]