



Letter of Employment Verification

Your Name	Your Address	Your Email Address
Your Phone Number	Date	
Recipient's Name	Recipient's Title	Bank or Lending Institution Name
Bank's Address		

Dear _____
Recipient's Name

I am writing to provide you with an official letter of employment verification as part of my mortgage application for the property located at _____ . Please find the required information below:
Property Address

Borrower's Information:		
Borrower's Full Name: [Your Full Name]	Borrower's Address: [Your Address]	Date of Birth: [Your Date of Birth]
Employment Details:		
Employer Name: [Your Employer Name]	Employer Address: [Employer Address]	Your Position: [Your Position]
Date of Employment: [Start Date of Employment]	Employment Status: [Full-time/Part-time/ Contract/Permanent]	Work Hours Per Week: [Number of Hours]
Annual Salary: [\$Annual Salary]	Additional Income Sources (if applicable): [Such as bonuses, commissions, or overtime]	
Contact Information:		
Borrower's Phone Number: [Your Phone Number]	Borrower's Email Address: [Your Email Address]	
HR Department Contact (if needed for verification):		
Name: [HR Contact Name]	Phone Number: [HR Contact Phone Number]	Email Address: [HR Contact Email Address]

Please contact me for additional documentation or information to complete the employment verification process.

Sincerely,

Your Name	Your Signature (if sending a hard copy)
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