

Sample Employment Letter



****On COMPANY Letterhead****

This is all that is required by the lender as per government guidelines and no additional are required. But this is the absolute minimum information required under B20 & B21 guidelines.

FOR THE PURPOSE OF A MORTGAGE

Date: Today's Date

To Whom It gfdMay Concern:

This letter is to confirm that (NAME First, LAST) has been employed by us since (Month, day Year) on a permanent (part/full) time basis in the position of (JOB TITLE) and *is not on probation.*

Note: *If this is a relatively new position (less than 3 months) please include a comment indicating why they are not on probation if applicable.*

Choose one of the below

(NAME First, LAST) is currently paid a salary (\$_____) per year.

Or

(NAME First, LAST) is currently paid an hourly wage (\$_____) per hour and is guaranteed (xx) hours per week/month

Optional: Must be separated from Base Salary/Hourly wage – Delete if this is not applicable

- Additionally, (NAME First, LAST) regularly earns \$_____ extra doing (projects, overtime in bonuses or commission care allosance etc.).
- His/Her expected income for the next 12 months is expected to be \$_____
- His/Her prospects for continued employment are (excellent/good).

Sincerely,

Name

Title

Company

Contact Details including address and email if not in letterhead