

****ON COMPANY LETTERHEAD****

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

FOR THE PURPOSE OF A MORTGAGE

Date:

To whom it may concern

This letter is to confirm that [] has been employed by [] since [] on a permanent [] basis in the position of [].

***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:

- [] is currently paid a salary of \$[] per year.
- Or**
- [] is paid \$[] per hour and is guaranteed [] hours per [].

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

- Additionally, [] regularly earns \$[] extra through []
- The expected income for the next 12 months is approximately \$[].
- []'s prospects for continued employment with [] are [].

Sincerely,