

(Company Letterhead)

Company Address

Date written

To Whom It May Concern:

This is to verify that (employee's name) is an employee of (company name).

(Employee's name) is a (position or job title) with (company name, and or division of company). His / Her hourly rate is \$XX.XX. He / She is guaranteed a minimum of XX hours per week. (Employee's name) position is an ongoing position and he/she has been with the company since (date employee started)

Kind Regards

(Contact information for person writing letter – including phone number)

For reference only -- Fortin Mortgage Mortgage alliance