

COMPANY LETTERHEAD  
(for salaried employees)

Date: \_\_\_\_\_

To: TMG The Mortgage Group

RE: \_\_\_\_\_  
(Name of the Borrower)

This is to confirm that the above-named person a permanent, full-time employee with a salary of \_\_\_\_\_. She/He has been with the company since \_\_\_\_\_ and holds a position of \_\_\_\_\_.  
Should you have any questions, please call me at tel. no. \_\_\_\_\_.

\_\_\_\_\_

Human Resources Manager

COMPANY LETTERHEAD  
(for hourly employees)

Date: \_\_\_\_\_

To TMG (The Mortgage Group)

RE: \_\_\_\_\_  
(Name of the Borrower)

This is to confirm that the above-named person a permanent, full-time employee with an hourly wage of \_\_\_\_\_. He/She is guaranteed a minimum hours of \_\_\_\_\_ per week.

She/He has been with the company since \_\_\_\_\_ and holds a position of \_\_\_\_\_.

Should you have any questions, please call me at tel. no. \_\_\_\_\_.

\_\_\_\_\_  
Human Resources Manager