

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