

JOB LETTER

WHAT IS A JOB LETTER?

Your job letter is written by your employer to verify your position within the company, start date, and income. It is on company letterhead and has the contact information of the author who signs it.

WHY DO LENDERS REQUIRE A JOB LETTER?

Lenders require your job letter to verify employment and have the contact information of your employer for verbal confirmation of your employment.

HOW DO I GET MY JOB LETTER?

Job letters can be obtained through a simple request made to your employer; they generally will have a template on hand so it will take very little time to complete. It is often the HR department that issues these if the employer is large enough to have this support.

Employer Logo
Human Resource Specialist
address
city, province
date

To whom it may concern,

_____ is employed as a _____ full-time at our company. He/She has been employed with us since _____ (date). His/Her annual salary is _____. In addition to the salary, they also receive a bonus of _____.

Sincerely,

Human Resource Specialist
[Title]

Contact information