

Mortgage/tenancy reference letter

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<DATE>

**Subject: <EMPLOYEE NAME> - <Mortgage/Tenancy> reference**

Dear <COMPANY REQUESTING REFERENCE>,

I am writing you to confirm <EMPLOYEE NAME> is currently employed by <COMPANY NAME>, located at <COMPANY ADDRESS>. This employee works for the organisation since <START DATE> as <ROLE TITLE>.

<EMPLOYEE NAME> is earning an annual salary of <GROSS SALARY FIGURE> and received a bonus of <GROSS BONUS FIGURE> on <DATE>.

Please do not hesitate to contact us if you have any questions by sending an email to <HR INBOX>.

Yours sincerely,

<HR NAME  
HR TITLE>