

[Your firm name and logo]

[Employer legal name]

[Employer address]

[HR phone] | [hr@employer-domain]

[Date]

To: [Landlord or property management company]

Rental applied for: [Property address, unit]

Applicant: [Employee full legal name]

Dear [Landlord or leasing manager name],

Employment

We write at the request of [Employee full legal name], who has applied to rent the property above. [Employee first name] works for [Employer legal name] as [Job title].

Tenure and type

[Employee first name] joined us on [Start date] and holds a [full-time / part-time] [permanent / temporary / contract] position.

New hire (optional)

[Employee first name] has accepted our offer for the position of [Job title], starting on [Start date].

Earnings

Gross pay is \$[amount] per [year / hour], [averaging [hours] hours a week,] paid [weekly / every two weeks / twice a month / monthly].

Bonus or commission (optional)

In addition, [Employee first name] received \$[amount] in [bonus / commission] over the past [period].

Expected duration

[The position has no planned end date. / The contract runs until [End date].]

Consent and contact

[Employee first name] has authorized us to share this information with you for this rental application only. To confirm it, call [Signer name] at [direct phone] or our main line listed on our website.

Kind regards,

[Signer name], [Title]

[Employer legal name]