

XYZ Generic Company

To: Whom It May Concern
Date: yyyy-mm-dd
Subject: John Smith

Mr. John Smith has been employed as a Customer Service Technician with XYZ Generic Company since June 1, 2010. John is paid \$26 per hour with a bonus/commission component of 10% of sales. John's latest pay adjustment was on June 1, 2019 where his hourly rate increased from \$25 per hour to \$26 per hour.

In 2019 John earned \$52,000 from hourly earnings and \$10,000 from bonus/commission income, resulting in T4 earnings of \$62,000.

In 2018 John earned \$50,000 from hourly earnings and \$8,000 from bonus/commission income, resulting in T4 earnings of \$58,000.

John is a valued member of our team!

If you have any questions, please don't hesitate to contact me.

Sincerely,



John Doe
HR Representative
123-456-7890

[johndoe@xyzgenericcompany.com](mailto: johndoe@xyzgenericcompany.com)

See Page 2 for same job letter with explanations
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XYZ Generic Company

Company letterhead with logo

To: Whom It May Concern
Date: yyyy-mm-dd
Subject: John Smith

Dated WITHIN 30 days of the offer written to purchase OR application for refinance.

Mr. John Smith has been employed as a Customer Service Technician with XYZ Generic Company since June 1, 2010. John is paid \$26 per hour with a bonus/commission component of 10% of sales. John's latest pay adjustment was on June 1, 2019 where his hourly rate increased from \$25 per hour to \$26 per hour.

In 2019 John earned \$52,000 from hourly earnings and \$10,000 from bonus/commission income, resulting in T4 earnings of \$62,000.

In 2018 John earned \$50,000 from hourly earnings and \$8,000 from bonus/commission income, resulting in T4 earnings of \$58,000.

These sections are nice to have if you are relying on bonus/commission income to qualify for your mortgage

John is a valued member of our team!

If you have any questions, please don't hesitate to contact me.

Sincerely,

This "pay adjustment" section is handy in case your income has changed and you want to prove to the lender that your income is going up due to pay raises and not necessarily more overtime.



Signature with title and contact information

John Doe

HR Representative

123-456-7890

johndoe@xyzgenericcompany.com