

PRIVATE & CONFIDENTIAL

Name:
Company:
Address:
Address:
Post Code:

Our Ref:
Date:

Dear,

Re: Employer Reference Request

Re: Name:
Address:

The above named person has applied to the Society for mortgage facilities and in order to consider this matter further, I would be obliged if you could supply the following information on your

Company Headed Notepaper:

- 1) Job title
- 2) Length of service in your employment
- 3) Is the position permanent?
- 4) Is there a probationary period, if so, how long?
- 5) Is he/she under notice of termination or redundancy?
- 6) Is he/she subcontracted?
- 7) Basic weekly/monthly/annual income
- 8) Guaranteed gross bonus/commission/overtime/shift allowance
- 9) Average of non-guaranteed gross bonus/commission/overtime/shift allowance
- 10) Is over time regular and likely to continue
- 11) Does he/she hold any shareholding if YES, please give percentage
- 12) Are there any court attachments/judgements in force? If YES please give details.

I look forward to hearing from you in due course.

Yours faithfully

Letter Requestee:
Company: