

# Employment Confirmation Request

## Urgent

### Sent to

Company Name:

Attention: HR Manager or Equivalent

Fax Number:

Our Agency has received an Application for Tenancy of a rental Property. The Applicant has provided your details as the current Employer and has authorised us to collect information about the status of employment from you / the Company.

Employee Name	
Questions	Answers
Confirm Company Name as the Employer	
Name of Person Confirming Details	
Position of Person Confirming Details	
Is Applicant currently employed?	
What is their employment status?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other
How long has the Applicant been employed?	Years                      Months
	Contract Term
Please confirm employee's annual gross salary	\$                      per annum
Other relevant comments	

Please call 07 3899 4545 if you have any queries with this request.

**Return Fax: 07 3899 4546**

Thank you for your assistance

Employment Confirmation