



**Mortgage Processing**

Virgin Money plc  
Jubilee House  
Gosforth  
Newcastle upon Tyne  
NE3 4PL

Tel 0345 600 1516  
Fax 0345 603 5885

Date: XXXXXXXX  
Application No: XXXXXXXX

Employer Address

Dear Sir/Madam

**Re: Name of Applicant**  
**Current Address: Applicant's Current Address**

We are considering a Buy To Let Remortgage application for the above employee who has given us written permission to get in touch with you to confirm their employment. Please can you provide us with details of the below. This will need to be typed on your company letterheaded paper, clearly signed and addressed to Virgin Money plc.

1. Position held
2. Start date of their employment
3. Nature of employment (temporary\* or permanent, full or part time)  
\*for temporary employees please confirm the date the contract will end and the likelihood that it will be renewed
4. Is Applicant on a probation period – Yes/No
5. Confirm Expiry date of Probation period
6. Is Applicant guaranteed to be kept on after probation period – Yes/No
7. Gross basic salary
8. Any regular overtime, bonus or commission
9. Any share holding in the company (please confirm the percentage held)
10. National Insurance number
11. If the employee is currently absent from work please confirm the reason why. (If on parental leave please confirm their return to work date and salary details.)
12. Any other relevant information or known changes to employment

Any information given will be treated as strictly confidential.

An early response will help me make a prompt lending decision. Please fax or e-mail your response to **0345 603 5885** or [docs@virginmoney.com](mailto:docs@virginmoney.com)

Thank you for your assistance.

Yours faithfully

Mortgage Processing