

[Company Letterhead]

[Date]

[Lender Name or "To Whom It May Concern"]

[Lender Address]

[City, State, Zip Code]

Subject: Verification of Employment for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Name] with [Company Name].

Employment Details:

- **Current Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Employment Status:** Active

Compensation Details:

- **Base Salary/Wage:** \$[Amount] per [Year/Hour]
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]
- **Additional Income (Bonus/Commission/Overtime):** [Details if applicable, or "N/A"]

If you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]