

[Company Letterhead]

[Date]

[Lender Name or Bank Name]

[Lender Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

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

Employment Status: [Active / Terminated]

Current Job Title: [Job Title]

Start Date: [Date of Hire]

Employment Type: [Full-time / Part-time / Contract]

Compensation Details:

Base Salary/Wage: \$[Amount] per [Year/Hour]

Average Overtime/Bonus (if applicable): \$[Amount]

Frequency of Pay: [Weekly / Bi-weekly / Monthly]

We confirm that [Employee Full Name] is currently an employee in good standing. Should you require any additional information, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]