

[Date]

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

[Lender Address]

[City, State, Zip Code]

**Subject: Employment Verification for [Employee Name]**

Dear [Recipient Name or Loan Officer],

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

**Employment Details:**

- **Current Position:** [Job Title]
- **Employment Status:** Full-Time
- **Start Date:** [MM/DD/YYYY]
- **Current Annual Salary:** \$[Amount]
- **Bonus/Commission Eligibility:** [Yes/No/Details]

We confirm that [Employee Name] is an employee in good standing. We anticipate their continued employment with our organization.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]