

[Company Letterhead]

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

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

**Employment Status:** [Employee Name] has been employed with our company since [Start Date]. Their current position is [Job Title], and their status is [Full-time/Part-time] and [Permanent/Contract].

**Base Salary:** The employee's current base salary is \$[Amount] per [Year/Hour]. [If hourly: They work an average of [Number] hours per week.]

**Bonus Compensation:** In addition to the base salary, the employee is eligible for a [Annual/Quarterly] bonus.

- Bonus received in [Last Year]: \$[Amount]
- Bonus received in [Previous Year]: \$[Amount]
- Year-to-date bonus paid in [Current Year]: \$[Amount]

**Probability of Continued Employment:** [Employee Name] is an employee in good standing, and their continued employment is expected to remain stable.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]