

[Company Letterhead]

[Date]

[Lender Name / Financial Institution]

[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 Details:

Current Position: [Job Title]

Employment Start Date: [Start Date]

Employment Status: [Full-time / Part-time / Permanent]

Current Salary/Rate: [Amount] per [Year/Hour]

[Employee Name] is currently an employee in good standing. This information is provided for the purpose of securing an auto loan.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Job Title]

[Company Name]