

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Lending Institution Name]
[Lending Institution Address]
[City, State, Zip Code]

Subject: Verification of Income for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment and income of [Employee Name] for the purpose of auto financing.

[Employee Name] has been employed with [Company Name] since [Start Date]. They currently hold the position of [Job Title] and are classified as a [Full-time/Part-time] employee.

Their current gross annual salary is \$[Amount], paid on a [Weekly/Bi-weekly/Monthly] basis.
[Optional: In addition, the employee is eligible for an annual bonus of approximately \$Amount].

We confirm that their employment is currently in good standing. If you require any further information or additional documentation, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of HR Representative]
[Title]
[Company Name]