

[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 confirm that **[Employee Name]** is currently employed with **[Company Name]**.

Employment Details:

- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Current Salary:** \$[Amount] per [Year/Hour]

We are providing this information at the request of the employee for the purpose of an auto loan application. If you require any further information or additional documentation, please do not hesitate to contact our HR department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Supervisor or HR Representative]

[Title]

[Company Name]