

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

[Date]

[Lender Name/Bank Name]
[Lender Address]
[City, State, Zip Code]

Subject: Employment and Salary Verification for [Employee Name]

To Whom It May Concern,

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

[Employee Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. This is a [Full-time/Part-time] position.

In his/her current role, [Employee Name] receives a gross annual salary of \$[Amount], plus a [Bonus/Commission] of approximately \$[Amount] per year.

We confirm that his/her employment is in good standing. This information is provided for the purpose of a car loan application.

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

Sincerely,

[Signature]

[Printed Name]
[Job Title]
[Department Name]