

[Company Letterhead/Logo]

[Current Date]

[Dealership Name]

[Dealership Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name].

Employment Details:

- **Employee Name:** [Employee Name]
- **Employment Status:** [Active/No longer employed]
- **Job Title:** [Current Position]
- **Start Date:** [Date]
- **Current Salary/Wages:** \$[Amount] per [Hour/Year]
- **Average Bonus/Commission:** \$[Amount] (If applicable)
- **Employment Classification:** [Full-time/Part-time]

This information is provided at the request of the employee for the purpose of a vehicle purchase or lease. If you require any further documentation or verbal confirmation, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]