

[Company Letterhead]

[Date]

[Lending Institution Name]

[Lending Institution Address]

[City, State, Zip Code]

Subject: Employment and Income Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Name] with [Company Name] for the purpose of an auto loan application.

Employment Details:

- **Current Position:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Hire Date:** [Date of Hire]
- **Current Gross Salary:** \$[Amount] per [Year/Month]

We confirm that [Employee Name] is currently an employee in good standing. This information is provided at the request of the employee for credit evaluation purposes only.

If you require any further information or have additional questions, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]