

[Company Letterhead]

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Subject: Employment and Income Verification for [Employee Full Name]

To Whom It May Concern,

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

Employment Details:

Current Position: [Job Title]

Employment Status: [Full-time / Part-time / Permanent]

Date of Hire: [Start Date]

Total Tenure: [Number of Years/Months]

Income Details:

Gross Annual Salary: [Amount]

Bonus/Commission (if applicable): [Amount/Frequency]

We confirm that [Employee Name] is an employee in good standing. This information is provided for the purpose of a vehicle loan application.

If you require further information, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]