

CONFIDENTIAL

[Date]

[Lender Name / Financial Institution]

[Lender Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Full Name] for the purpose of an auto financing application.

Employment Details:

Current Status: [Active / Full-Time / Part-Time]

Job Title: [Job Title]

Hire Date: [Date of Hire]

Current Salary/Wages: \$[Amount] per [Year/Hour]

This information is provided in strict confidence at the request of the employee. It is intended solely for the use of [Lender Name] in evaluating a credit application and should not be disclosed to any third party.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]