

[Company Letterhead/Logo]

[Date]

[Bank/Lender Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Employment Confirmation for [Employee Full Name]**

To Whom It May Concern,

This letter is to formally confirm that **[Employee Full Name]** is currently employed with **[Company Name]**. Below are the details regarding their employment status for the purpose of an auto loan application:

- **Job Title:** [Employee Designation]
- **Employment Status:** [Full-time/Permanent/Contract]
- **Date of Hire:** [Start Date]
- **Current Gross Salary:** [Amount] per [Month/Year]

We confirm that [Employee Name] is a valued member of our team and is in good standing with the company.

Should you require any further information or verification, please do not hesitate to contact the Human Resources department at [HR Phone Number] or via email at [HR Email Address].

Sincerely,

[Signature]

[Name of HR Manager]

[Title]

[Company Name]