

[Company Letterhead]

[Date]

[Lender Name / Financial Institution]

[Lender Address]

[City, State, Zip Code]

RE: Employment 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] for the purpose of an automotive loan application.

Employment Details:

- **Current Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time]
- **Start Date:** [Date of Hire]
- **Current Gross Salary/Wages:** \$[Amount] per [Year/Month/Hour]
- **Probability of Continued Employment:** [Excellent / Good]

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]