

[Company Letterhead]

[Date]

To Whom It May Concern,
[Financial Institution or Dealership Name]
[Address]

Subject: Employment Verification for [Employee Name]

Dear Sir/Madam,

This letter is to confirm that **[Employee Name]** is currently employed with **[Company Name]**.
Below are the details regarding their employment:

- **Job Title:** [Title]
- **Employment Start Date:** [Date]
- **Employment Status:** [Full-time/Part-time/Contract]
- **Current Annual Salary:** [Amount]

We are providing this information at the request of the employee for the purpose of a vehicle purchase and associated financing. Please note that this letter is for informational purposes only and does not constitute a guarantee of future employment or financial liability on behalf of [Company Name].

Should you require any further information or verbal verification, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]