

[Company Letterhead / Company Logo]

[Date]

[Financial Institution Name]

[Loan Department Address]

[City, State, Zip Code]

Subject: Verification of Employment and Compensation for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment and detailed compensation of [Employee Name] for the purpose of an auto loan application. [Employee Name] has been employed with [Company Name] since [Start Date] and currently holds the position of [Job Title].

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

Compensation Breakdown:

- **Base Salary/Wages:** \$[Amount] per [Year/Month/Hour]
- **Average Monthly Gross Income:** \$[Amount]
- **Bonuses (Year-to-Date):** \$[Amount]
- **Commissions/Overtime (Average Monthly):** \$[Amount]
- **Other Allowances (Car/Housing):** \$[Amount]

For the previous calendar year ([Year]), the employee's total gross earnings were \$[Total Amount].

We confirm that [Employee Name] is an employee in good standing. We anticipate their continued employment with the company for the foreseeable future.

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

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]