

[Company Letterhead]

[Date]

[Lender Name or "To Whom It May Concern"]

[Lender Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

Dear Sir/Madam,

This letter is to confirm that [Employee Full Name] is currently employed by [Company Name].

Employment Details:

- **Job Title:** [Employee Job Title]
- **Employment Start Date:** [Date]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Current Gross Salary:** \$[Amount] per [Year/Month]
- **Bonus/Commission (if applicable):** [Details]

This information is provided at the request of the employee for the purpose of a personal loan application. This letter does not constitute a guarantee of future employment or a financial liability for [Company Name].

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]