

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Lender Name / Financial Institution]  
[Lender Address]  
[City, State, Zip Code]

**Subject: Employment and Income Verification for [Employee Name]**

To Whom It May Concern,

This letter is to formally verify the employment and income of **[Employee Name]** for the purpose of a personal loan application.

**Employment Details:**

Current Position: [Job Title]  
Employment Status: [Full-time / Part-time / Contract]  
Hire Date: [Start Date]  
Current Status: Active

**Income Details:**

Gross Annual Salary: \$[Amount]  
Pay Frequency: [Monthly / Bi-weekly / Weekly]  
Additional Compensation (Bonus/Commission): [Optional - Amount or N/A]

We confirm that the information provided above is accurate according to our current payroll and personnel records. If you require any further documentation or have additional questions, please contact the Human Resources department at [HR Phone Number] or [HR Email].

Sincerely,

[Signature]  
[Printed Name]  
[Title]  
[Company Name]