

CONFIDENTIAL

[Date]

[Bank or Lending Institution Name]

[Loan Department Address]

[City, State, Zip Code]

Subject: Salary Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment and salary details for **[Employee Full Name]** at **[Company Name]**. This information is provided at the request of the employee for the purpose of a personal loan application.

Employment Details:

- **Current Position:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Date of Hire:** [Start Date]

Compensation Details:

- **Gross Annual Salary:** \$[Amount]
- **Monthly Net Salary:** \$[Amount]
- **Bonus/Commission (if applicable):** [Details or N/A]

We confirm that [Employee Name] is an employee in good standing. This information is confidential and is intended solely for the use of your institution in evaluating the loan application.

If you require any further documentation or verbal verification, please contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]