

[Company Letterhead]

[Date]

[Bank/Lending Institution Name]

[Bank Address]

[City, State, Zip Code]

Subject: Confirmation of Full-Time Employment for [Employee Name]

To Whom It May Concern,

This letter is to formally confirm that **[Employee Name]** is currently employed by **[Company Name]** on a full-time basis.

Please find the employment details below:

- **Job Title:** [Employee Job Title]
- **Employment Start Date:** [Date]
- **Employment Status:** Full-Time, Permanent
- **Current Gross Annual Salary:** [Amount and Currency]
- **Work Location:** [Office Address/City]

This letter is issued at the request of the employee for the purpose of a personal loan application. Should you require any further information or verification, please do not hesitate to contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Signing Authority]

[Job Title]

[Company Name]