

[Company Letterhead]

[Date]

To Whom It May Concern,
[Bank or Financial Institution Name]
[Address]

Subject: Employment Verification for [Employee Full Name]

Dear Sir/Madam,

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

Please find the employment details as requested for the personal loan application:

- **Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Start Date:** [Joining Date]
- **Current Gross Salary:** [Amount] per [Month/Year]

This information is provided at the request of the employee for the purpose of a personal loan application and is strictly confidential.

Should you require any further information, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of HR Representative]
[Job Title]
[Company Name]