

[Company Letterhead or Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lending Institution Name]
[Loan Department Address]
[City, State, Zip Code]

Subject: Employment and Wage Verification for [Employee Name]

To Whom It May Concern,

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

Employment Details:

- **Current Job Title:** [Employee Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Date of Hire:** [Start Date]
- **Employment Standing:** Active and in good standing

Compensation Details:

- **Base Salary/Wage:** \$[Amount] per [Year/Hour]
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]
- **Average Overtime/Bonuses:** \$[Amount] (if applicable)
- **Year-to-Date Earnings:** \$[Amount] as of [Date]
- **Last Year's Gross Earnings:** \$[Amount]

I confirm that the information provided above is accurate according to our company records. If you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Job Title]
[Department Name]