

[Company Letterhead / Logo Placeholder]

[Date]

[Bank/Financial Institution Name]

[Loan Department Address]

[City, State, Zip Code]

Subject: Employment and Salary Verification for [Employee Name]

To Whom It May Concern,

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

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

- **Employee ID:** [ID Number]
- **Current Designation:** [Job Title]
- **Employment Status:** [Full-time / Permanent / Contract]
- **Date of Joining:** [Date]
- **Office Location:** [City/Branch]

Regarding financial compensation:

- **Gross Monthly Salary:** [Amount and Currency]
- **Net Monthly Salary:** [Amount and Currency]
- **Annual CTC:** [Total Amount]

This information is provided in confidence at the request of the employee for the sole purpose of securing a personal loan. This letter does not constitute a guarantee of repayment or financial liability on behalf of [Company Name].

Should you require further verification, please contact the Human Resources department at [HR Phone Number] or [HR Email Address].

Sincerely,

[Signature]

[Authorized Signatory Name]

[Title/Designation]

[Company Stamp/Seal]