

[Company Letterhead / Company Name]

[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Bank or Financial Institution Name]
[Loan Department Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

To Whom It May Concern,

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

Employment Details:

- **Current Status:** Active / Full-Time
- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Current Annual Salary:** [Amount]

We confirm that [Employee Full Name] is currently an employee in good standing. Should you require any further information or additional documentation, please feel free to contact our Human Resources department at [HR Phone Number] or via email at [HR Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]
[Title/Position]
[Company Name]