

[Company Letterhead]

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Subject: Employment and Income Verification for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for **[Employee Name]**. This information is being provided at the request of the employee for the purpose of a personal loan application.

Employment Details:

- **Current Position:** [Job Title]
- **Employment Start Date:** [Date]
- **Employment Status:** [Full-time / Part-time / Contract]

Income Details:

- **Gross Annual Salary:** \$[Amount]
- **Frequency of Pay:** [Weekly / Bi-weekly / Monthly]
- **Additional Compensation:** [Bonuses / Commissions / Overtime, if applicable]

Should you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]