

[Company Letterhead]

[Date]

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

Subject: Employment and Compensation Verification for [Executive Full Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Executive Full Name] with [Company Name]. [Executive Name] has been employed with the company since [Start Date] and currently holds the position of [Executive Title, e.g., Chief Operations Officer].

In this capacity, [Executive Name] is a key member of our leadership team. Their current compensation structure is as follows:

- **Annual Base Salary:** \$[Amount]
- **Annual Performance Bonus:** \$[Amount/Percentage] (Target)
- **Other Compensation/Equity:** [Details of stock options, car allowance, or deferred compensation if applicable]

We confirm that [Executive Name] is employed on a full-time basis and their standing within the organization is excellent. We anticipate their continued employment with the company for the foreseeable future.

Should you require any additional information or further documentation regarding their professional status, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of HR Director or Authorized Officer]
[Title]
[Company Name]