

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

[Date]

[Bank/Financial Institution Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Employment and Salary Verification for [Employee Full Name]**

To Whom It May Concern,

This letter is to formally confirm that **[Employee Full Name]** is currently employed with **[Company Name]**. The details regarding their employment and compensation are as follows:

- **Employee ID:** [ID Number]
- **Current Job Title:** [Job Title]
- **Employment Status:** [Full-time/Part-time/Permanent]
- **Date of Hire:** [Date]
- **Gross Monthly Salary:** [Amount and Currency]
- **Net Monthly Salary:** [Amount and Currency]
- **Other Allowances:** [Optional: Mention bonuses or allowances if applicable]

This verification is issued upon the request of the employee for the purpose of a personal loan application. We confirm that the information provided above is accurate according to our official company records.

Please feel free to contact the Human Resources Department at [HR Phone Number] or [HR Email Address] should you require any further information or clarification.

Sincerely,

[Signature]  
[Authorized Signatory Name]  
[Job Title]  
[Department Name]  
[Company Stamp]