

[Company Letterhead or Date]

[Bank/Lending Institution Name]

[Bank Address]

[City, State, Zip Code]

**Subject: Employment and Income 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]**.

**Employment Background:**

[Employee Name] has been a permanent, full-time employee since **[Start Date]**. They currently hold the position of **[Job Title]** and have achieved tenure within our organization through **[Number]** years of continuous service. Their employment status is considered to be in good standing.

**Income Details:**

As of the date of this letter, the employee's gross annual salary is **[\$Amount]**. In addition to the base salary, the employee is eligible for [mention bonuses, commissions, or allowances, if applicable].

This information is provided for the purpose of a personal loan application and is strictly confidential. If you require further verification, please contact the undersigned at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]

[Job Title]

[Company Name]