

[Company Letterhead]

[Date]

[Bank/Lending Institution Name]

[Bank Address]

[City, State, Zip Code]

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

To Whom It May Concern,

This letter is to confirm that **[Employee Full Name]** is currently employed with **[Company Name]**. The employee's details are as follows:

- **Employment Status:** Part-Time
- **Job Title:** [Job Title]
- **Hire Date:** [Start Date]
- **Average Hours Per Week:** [Number of Hours]
- **Current Pay Rate:** \$[Amount] per [Hour/Month]
- **Total Year-to-Date Earnings:** \$[Amount]

[Employee Name] is an employee in good standing. This information is provided at the request of the employee for the purpose of a personal loan application.

If you require any further information, please feel free to contact the HR department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Job Title]

[Company Name]