

[Company Letterhead]

[Date]

[Bank or Financial Institution Name]

[Loan Department 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]**.

Employment Details:

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

Salary Details:

- **Gross Annual Salary:** [Amount]
- **Monthly Net Salary:** [Amount]
- **Other Allowances/Bonuses:** [Amount, if applicable]

We are providing this information at the request of the employee for the purpose of a personal loan application. If you require any further information or additional documentation, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title/Position]

[Company Name]