

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

[Date]

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

Subject: Employment and Salary Verification for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name]. This information is being provided at the request of the employee for the purpose of an auto financing application.

Employment Details:

- **Employee Name:** [Employee Name]
- **Current Position/Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Hire Date:** [Date of Hire]
- **Employment Condition:** [Active / Current]

Salary and Compensation Details:

- **Gross Annual Salary:** \$[Amount]
- **Pay Frequency:** [Weekly / Bi-weekly / Monthly]
- **Additional Compensation:** [Bonuses, Commissions, or Overtime if applicable]

If you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Job Title]
[Department Name]