

[Company Letterhead]

[Date]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter serves to formally verify the employment of [Employee Full Name] with [Company Name] for the purpose of student loan deferment or forbearance eligibility.

**Employment Details:**

- **Job Title:** [Employee Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-Time / Part-Time / Temporary]
- **Current Status:** [Currently Employed / Terminated as of Date]
- **Annual Gross Salary:** [Amount] (Optional)

If your office requires any additional information or specific documentation to process this request, please contact the undersigned at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]