

[Company Letterhead]

[Date]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

RE: Employment Verification for Student Loan Deferment

To Whom It May Concern,

This letter is to formally verify the employment status of **[Employee Name]**, who is currently employed at **[Company Name]**.

Please be advised that [Employee Name] has been granted an approved leave of absence starting on **[Start Date of Leave]**. The anticipated date of return to active employment is **[Return Date]**.

During this period, the employee's status remains as **[Full-time/Part-time]**, though they are currently in an **[Unpaid/Paid]** leave status. This leave has been authorized under **[mention policy or law, e.g., FMLA, Company Medical Leave Policy, or Personal Leave Policy]**.

We are providing this documentation to assist the employee in their application for student loan deferment or forbearance during this temporary period of reduced income or medical necessity.

If you require any further information or additional documentation, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]