

[Company Letterhead]

[Date]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Name] with [Company Name]. This information is provided to assist the employee with their student loan deferment or repayment plan application as a recent graduate.

Please find the employment details below:

Employee Name: [Employee Name]

Employment Start Date: [Start Date]

Current Job Title: [Job Title]

Employment Status: [Full-time / Part-time]

Current Annual Gross Salary: [Amount]

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]