

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

[Date]

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

Please accept this letter as formal verification of employment for [Employee Name].

[Employee Name] has been employed with [Company Name] since [Start Date]. They currently hold the position of [Job Title] on a permanent, full-time basis.

Their current gross annual salary is \$[Amount], paid on a [Weekly/Bi-weekly/Monthly] basis. [Optional: In addition to the base salary, the employee is eligible for an annual bonus of approximately \$Amount].

We confirm that [Employee Name] is an employee in good standing and their prospects for continued employment remain stable.

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

Sincerely,

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