

[Company Letterhead / Logo]

[Current Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment status of **[Employee Name]** with **[Company Name]** for the purpose of a bank loan application.

Employment Details:

- **Current Position:** [Job Title]
- **Employment Status:** Full-Time
- **Date of Hire:** [Start Date]
- **Current Gross Annual Salary:** [Amount]
- **Bonus/Commission (if applicable):** [Amount/Details]

[Employee Name] is an employee in good standing, and their employment is considered permanent. We confirm that the information provided above is accurate according to our corporate records.

Should you require any further information or additional documentation, please feel free to contact the Human Resources department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]