

[Your Company's Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] and works [Full-time/Part-time] at our [Location/Office].

[He/She/They] earns an annual salary of [Salary Amount]. [Employee's Name] is a valuable member of our team, and we can confirm that [he/she/they] is currently employed with us as of the date of this letter.

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Address]