

[Your Company 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 [Your Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and currently works [Full-Time/Part-Time].

[Employee's Name] earns an annual salary of [Salary Amount] and is a valued member of our team. If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]