

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed at [Company Name] since [Employment Start Date]. [He/She/They] holds the position of [Employee's Job Title] and is currently a full-time employee. Should you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]