

[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 confirm the employment of [Employee's Name], who is currently employed with [Your Company's Name] since [Start Date].

[Employee's Name] holds the position of [Employee's Job Title] and works on a [full-time/part-time] basis. Their current annual salary is [Salary Amount].

If 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]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]