

[Your Company's Letterhead]

[Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name or "To Whom It May Concern"],

This letter serves as a formal verification of employment for [Employee's Name], who has been employed with [Company's Name] since [Start Date].

[Employee's Name] holds the position of [Job Title] and works [Full-Time/Part-Time] with an annual salary of [Salary Amount]. [He/She/They] is a valued member of our team and is in good standing with our organization.

If you require any further information or have additional questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]