

[Your Company's Letterhead]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Employee Banking Verification Letter

Dear [Recipient's Name],

This letter serves to confirm the employment of [Employee's Name] with [Company Name] as a [Employee's Job Title].
The details of their employment are as follows:

- Employee Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-time/Part-time]
- Monthly Salary: [Salary Amount]

Please feel free to contact us at [Company Phone Number] or [Company Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]