

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Full Name], who has been employed with [Your Company Name] since [Employee's Start Date]. [Employee's Full Name] currently holds the position of [Employee's Job Title] and is a valued member of our team.

As of today, [Employee's Full Name] earns a salary of [Employee's Salary] per [hour/week/month]. This employment verification is being provided at their request for the purpose of [reason for verification, e.g., applying for a loan, renting an apartment, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or confirmation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]