

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the employment of [Employee's Name] with [Your Company's Name]. This verification is provided at the request of the employee for the purpose of [specify purpose, e.g., applying for a loan, mortgage, etc.].

**\*\*Employee Details:\*\***

- Employee Name: [Employee's Full Name]
- Position: [Employee's Job Title]
- Employment Start Date: [Employee's Start Date]
- Employment Status: [Full-time/Part-time/Contract]
- Annual Salary: [Employee's Salary, if applicable]

[Employee's Name] has been a valued employee at our company and their position involves [brief description of employee's duties].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]