

[Your Company Letterhead]

[Date]

[Loan Officer's Name]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

This letter serves to verify the employment of [Employee's Name], who has applied for a personal loan with your institution. [Employee's Name] has been employed with us at [Company Name] since [Employment Start Date] and currently holds the position of [Job Title].

[Employee's Name] is a full-time employee, working [Number of Hours] hours per week, with a current annual salary of [Salary Amount].

If you require any further information or clarification regarding [Employee's Name]'s employment status, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]