

Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] since [Start Date]. [He/She/They] holds the position of [Job Title].

[Employee's Name] has a monthly salary of [Salary Amount], and [he/she/they] is employed on a [full-time/part-time] basis.

This confirmation serves to support [his/her/their] application for a loan with [Loan Institution's Name] as assurance of [his/her/their] repayment capability.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]