

Reference Letter with Employment Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment of [Employee Name], who has been employed with [Company Name] since [Employment Start Date].

[Employee Name] currently holds the position of [Job Title] in our [Department] and has been working with us for a period of [Number of Years/Months]. Throughout their tenure, [he/she/they] has demonstrated professionalism, competence, and reliability in the fulfillment of their job responsibilities.

As of the date of this letter, [Employee Name] is a full-time employee earning a gross annual salary of [Salary Amount] ([Currency]), which is paid on a [Monthly/Weekly/Bi-weekly] basis. Their remuneration also includes any entitled benefits as per company policy.

This employment verification is being provided at the request of [Employee Name] to support their application for a bank loan. To the best of our knowledge, [Employee Name] remains a reliable member of our organization and we have no reason to anticipate any changes to their employment status in the foreseeable future.

Should you require further information or clarification regarding [Employee Name]'s employment status, please feel free to contact me at [HR/Manager's Phone Number] or [HR/Manager's Email Address].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Details]