

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]