### horizontal line**Bank Employment Letter**

### **[Your Company Letterhead]**

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Date]

**To Whom It May Concern,**

**Subject:** Employment Verification for Banking Purposes

This is to confirm that [Employee’s Full Name] is employed with [Company Name] as a [Job Title] since [Start Date].

### **Employment Details:**

* **Position:** [Job Title]
* **Employment Type:** [Full-time/Part-time/Contract]
* **Annual Salary:** [Salary Amount]
* **Pay Frequency:** [Monthly/Bi-weekly/Other]

This letter is issued at the request of [Employee’s Full Name] for the purpose of [e.g., opening a bank account/loan application/mortgage approval].

If you require additional information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]