
HR Letter for Home Loan

[Company Letterhead]

[Date]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

Subject: Employment Verification for Home Loan Application of [Employee Name]

Dear [Bank Manager's Name],

This letter is to formally verify the employment details of [employee's name], who is currently applying for a home loan with [Bank Name]. We are pleased to confirm that [employee's name] has been employed by [Company Name] as a [job title] since [start date].

Employment Details:

- **Employee Name:** [Employee's Full Name]
- **Position:** [Job Title]
- **Employment Type:** [Full-time/Permanent/Contract]
- **Department:** [Department Name]
- **Monthly/Annual Salary:** [Salary Amount]
- **Benefits:** [Any additional benefits the employee receives]

Job Stability and Performance:

[Employee's name] has demonstrated consistent performance and reliability in their role, and their position is considered stable within our organization. [Company Name] has no intention of terminating [employee's name]'s employment as of the date of this letter, and we anticipate their continued contribution to our team.

This verification is provided at the request of [employee's name] in support of their home loan application. If you need any further information or clarification, please feel free to contact me directly.

Sincerely,

[HR Manager's Name]

HR Manager

[Company Name]

[Contact Information]