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HR Letter For Loan

**ABC Corporation**123 Corporate Avenue  
New York, NY 10001

**June 25, 2024**

To,  
The Branch Manager  
XYZ Bank  
456 Financial Street  
New York, NY 10002

**Subject: Employment Verification for Loan Application for John Doe**

Dear Sir/Madam,

This is to certify that Mr. John Doe is employed with ABC Corporation as a Senior Software Engineer. Mr. Doe has been a valued employee of our organization since January 15, 2018.

The details of Mr. John Doe's employment are as follows:

* **Employee Name**: John Doe
* **Designation**: Senior Software Engineer
* **Employee ID**: 78910
* **Department**: IT Department
* **Date of Joining**: January 15, 2018
* **Current Salary**: $95,000 per annum
* **Employment Status**: Permanent
* **Contact Information**: (555) 123-4567 / john.doe@abccorp.com

Mr. Doe has requested this letter for the purpose of applying for a personal/home/auto loan. We kindly request you to extend your cooperation in this regard.

If you require any further information, please do not hesitate to contact us at (555) 987-6543 or hr@abccorp.com.

Thank you for your assistance.

Yours faithfully,

**[Signature]**Jane Smith  
HR Manager  
ABC Corporation  
123 Corporate Avenue  
New York, NY 10001  
(555) 987-6543  
jane.smith@abccorp.com