
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

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- **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