

# Letter to HR For Request

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**John Doe**

456 Elm Street

New York, NY 10003

john.doe@example.com

(555) 123-4567

**June 25, 2024**

**Jane Smith**

ABC Corporation

123 Corporate Avenue

New York, NY 10001

**Subject: Request for Employment Verification for Loan Application**

Dear Jane Smith,

I hope this message finds you well. My name is John Doe, and I am currently employed in the IT Department as a Senior Software Engineer with Employee ID 78910. I have been a part of ABC Corporation since January 15, 2018.

I am in the process of applying for a personal loan with XYZ Bank and require a formal employment verification letter as part of the application process. The bank has requested that the letter include my job title, employment status, date of joining, and current salary.

Below are the details they have asked to be included in the letter:

- **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

Could you please provide me with this letter at your earliest convenience? The bank's address and the name of the concerned officer are as follows:

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

If you need any further information or documentation from my end, please let me know.  
Thank you very much for your assistance with this matter.

Best regards,

**John Doe**

[Signature if sending a hard copy]