
Employment Letter to Bank

Bright Future Tech
123 Innovation Drive
Silicon Valley, CA, 94088
April 3, 2024

Loan Officer
First Community Bank
456 Financial Plaza
Silicon Valley, CA, 94089

Dear Loan Officer,

Subject: Employment Verification of John Smith

This letter is to confirm that Mr. John Smith is currently employed with Bright Future Tech in the capacity of a Software Engineer. Mr. Smith has been a part of our team since March 1, 2020, and is employed on a full-time basis.

Mr. Smith's annual salary is \$85,000. He is also eligible for additional compensation including bonuses and other performance-related benefits that our company offers to its employees. Mr. Smith has consistently been a valuable member of our team, demonstrating a high level of dedication and expertise in his field.

Please note that this information is provided for the purpose of assisting Mr. Smith in his financial dealings with First Community Bank. Should you require further details or have any queries regarding Mr. Smith's employment, please do not hesitate to contact me at the information provided below.

We understand the importance of this request and appreciate your prompt attention to Mr. Smith's needs. Thank you for considering this verification as part of his application process with First Community Bank.

Sincerely,

Laura Johnson
Human Resources Director
Bright Future Tech
hr@brightfuturetech.com
(123) 456-7890