**Letter of Verification of Employment**

**(for a bank)**

Dear Chase Bank:

We have received your request for an employment verification for Mr Jason Bourne. We can confirm that Jason Bourne has been employed here at Company XYZ since January 2020, and is currently a “Strategic Account Manager” in our sales team. Jason has remained fully employed since the beginning of his employment with us.

His position entails reaching out to prospective and existing buyers and managing Wholesale orders of our widgets X and Y to meet our sales targets. Mr. Bourne is in this role full time and earns a yearly salary of $55,000, plus bonuses. He has no disciplinary record and is in very good standing with our company. We plan to continue to work with Mr Bourne for the foreseeable future.

Please feel fret to reach out with any more questions, as we would be happy to assist Mr Bourne with his bank loan application process. My number is XXX-WWW-AAAA.

Sincerely,

Jennifer Smith

HR Manager

Company XYZ