

Salary Verification Letter from Employer

John Doe
1234 Maple Street
Anytown, State, 12345
March 3, 2025

Jane Smith
Loan Officer
Anytown Bank
5678 Bank Lane
Anytown, State, 12345

Dear Ms. Smith,

I am delighted to provide this salary verification letter for Mr. John Doe, who has been an esteemed member of our team at ABC Corporation since January 10, 2020. In his capacity as Marketing Manager, Mr. Doe has played a crucial role in developing and executing our strategic marketing initiatives, leading to significant growth and market expansion for our company.

Detailed Compensation Information:

- **Base Salary:** Mr. Doe receives an annual gross salary of \$75,000, which is paid bi-weekly, amounting to a monthly gross of approximately \$6,250.
- **Performance Bonuses:** Reflecting his exceptional contributions and the attainment of specific company financial goals, Mr. Doe is eligible for annual bonuses. These bonuses typically range from \$5,000 to \$10,000 and are awarded based on the achievement of personal and company targets.

- **Commission Earnings:** Additionally, Mr. Doe is eligible to earn commissions based on the generation of new business and client retention. His commission earnings can add as much as \$12,000 to his annual income.
- **Overtime Compensation:** Although infrequent due to his management role, Mr. Doe is entitled to overtime pay at a rate of one and a half times his normal hourly wage for any hours worked beyond the standard contractual hours.

Comprehensive Benefits Package:

- **Healthcare:** ABC Corporation provides a fully funded premium for Mr. Doe's health, dental, and vision insurance, ensuring comprehensive coverage.
- **Retirement Plan:** Mr. Doe contributes to a 401(k) plan, where the company matches contributions up to 5% of his salary, supporting his long-term financial security.
- **Life Insurance:** A life insurance policy worth double his annual salary is provided to safeguard his family's financial future.
- **Paid Time Off:** Mr. Doe enjoys 20 days of paid vacation each year, along with all public holidays and additional sick leave, which supports his work-life balance.

Stability and Prospects at ABC Corporation: Mr. Doe's position as a Marketing Manager is not only integral but also permanent at ABC Corporation. We value his dedication and foresee his continued leadership in driving our company's marketing efforts forward. There is no expected end date for his employment, and we anticipate his ongoing contribution to our company's success for many years to come.

Confirmation of Employment: We confirm that Mr. Doe's employment is secure and all information provided is accurate as of the date of this letter. We expect him to remain a key member of our team, consistently delivering high-quality work and contributing to our company's goals.

Should you require any additional details or have further inquiries about Mr. Doe's employment and compensation, please do not hesitate to reach out to me directly at (123) 456-7890 or hr@abccorp.com. We are fully prepared to provide any necessary documentation or further clarification that may assist in the processing of his application.

Thank you for considering this verification with diligence. We appreciate your assistance in facilitating Mr. Doe's financial matters.

Yours sincerely,

Samantha Right

Human Resources Manager

ABC Corporation

hr@abccorp.com