

Employee Salary Verification Letter

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 pleased to confirm the employment and provide salary verification for Mr. John Doe, who has been a dedicated employee at ABC Corporation since January 10, 2020. Holding the position of Marketing Manager, Mr. Doe has significantly contributed to the success and growth of our marketing department through his innovative strategies and strong leadership skills.

Employment and Compensation Details:

- **Base Salary:** Mr. Doe's current annual gross salary is \$75,000. His salary is paid bi-weekly, totaling approximately \$6,250 per month.
- **Performance Bonuses:** In recognition of his exceptional performance and contributions to our corporate goals, Mr. Doe is eligible for annual performance bonuses. The amount of these bonuses ranges from \$5,000 to \$10,000, depending on our company's profitability and his individual performance achievements.

- **Commission:** Mr. Doe also participates in our sales commission program, which can add up to \$12,000 annually to his income, based on the achievement of specified sales targets.
- **Overtime:** On occasions when overtime work is required, Mr. Doe is compensated at one and a half times his regular hourly rate.

Additional Benefits:

- **Health Insurance:** ABC Corporation fully covers Mr. Doe's medical, dental, and vision insurance, providing him with comprehensive health benefits.
- **Retirement Plan:** Mr. Doe is an active participant in our 401(k) plan, to which the company contributes a match up to 5% of his annual salary, enhancing his retirement savings.
- **Life Insurance:** He is provided with life insurance coverage at twice the amount of his annual salary to ensure financial security for his dependents.
- **Paid Time Off:** Mr. Doe is entitled to 20 days of paid vacation per year, in addition to standard federal holidays and sick leave as needed.

Job Security and Future Employment Prospects: Mr. Doe's role as Marketing Manager at ABC Corporation is permanent, with no anticipated termination date. His consistent performance and strategic importance to our operations underscore the stability of his employment with us.

Should you require any further information or wish to discuss Mr. Doe's salary and employment in more detail, please feel free to contact me at (123) 456-7890 or via email at hr@abccorp.com. We are committed to supporting his application and providing any necessary documentation to facilitate your review process.

Thank you for your attention and consideration in this matter. We appreciate the role your financial institution plays in supporting the goals and aspirations of our employees.

Warm regards,

Samantha Right

Human Resources Manager

ABC Corporation

hr@abccorp.com