Employment Verification

Date:

Dear Harriman Banking,

In regard to your recent request of employment verification for Mr. Steve Holmes, I can confirm that he has been employed here at Camera Tech since April 20XX, and is currently head account manager.

This position entails seeking out buyers and selling bulk orders of our cameras in line with predefined targets. Mr. Holmes is in this role full time and earns a yearly salary of $75,000, plus bonuses. He has no disciplinary record.

 I hope this is sufficient information to aid the bank in their loan approval process. If you require anything else please contact me on (706) 866-4564.

Sincerely,

Sheila Thompson

HR Department