To,

[Name of Recipient]

[Designation of Recipient]

[Bank Name]

Date:

**Subject: Employee’s Reference Letter for Bank Loan**

Dear Sir/Madam,

I am writing this letter to confirm that Mr./Mrs. [name of the Employee] has been working with [name of the Organization], as a [mention the Job Position], since [mention date of start of Employment]. The said person is drawing a monthly salary of [mention the amount of Salary] inclusive of all the benefits.

During his/her period of employment and till now, we have found him a hard working, dedicated and a loyal person who is always committed to his/her responsibilities. This letter is being issued on his/her request and the management of [mention the Organization’s name] is not responsible for any of his personal liabilities related to the bank loan at this moment or in future.

If you need further clarifications or verifications regarding this matter, feel free to contact me.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]