

Letter from Employer– Specimen.
(Please Type on Company Letter-Head)

The Manager,
Commercial Bank of Ceylon PLC.

Date

Dear Sir / Madam,

PERSONAL LOAN TO MR. / MRS. / MS.....

At the request of our above employee we agree to forward his / her monthly Salary / allowances commencing from to Commercial Bank of Ceylon PLC for Credit of his / her account No....., and shall not change this arrangement without the prior consent of the Bank as requested / authorized by him/ her.

We confirm the following particulars of our employee.

- 1) Present Position :
- 2) Date joined :
- 3) Date confirmed in service :
- 4) a) Basic Salary :
- Deductions :
- Net Salary :
- b) Allowances : i) Fixed Allowances
- ii) Variable Allowances

We also note to promptly inform the Bank, in the event the borrower submits a notice of resignation, retires from the organization or has his / her employment terminated by us.

Yours Faithfully,

Name :

.....
Authorised Signature

Designation :

.....
.....
.....

Date.....

The Human Resources Manager

.....

Dear Sir / Madam,

REQUEST TO FORWARD SALARY TO THE BANK

I wish to inform you that I intend obtaining a Personal Loan facility of Rs..... from Commercial Bank of Ceylon PLC Branch.

To enable me to obtain this loan please arrange to remit my monthly salary to my Savings / Current Account (No.....) at Commercial Bank of Ceylon PLC branch with effect from I authorize you to continue this arrangement until cancelled by Commercial Bank of Ceylon PLC.

Further, I will be pleased if you could issue a letter confirming my employment details and the arrangement to forward my salary to the Commercial Bank, as per the specimen overleaf.

Thank you.

Yours Faithfully,

.....

Name

(Employee Number.....)

Personal Loan
Check-list For Required Documents

1) Duly completed loan application form.

2) Letter from employer confirming employment details and undertaking to remit salary to the Commercial Bank.

3) Copies of pay sheets of last 3 months.

4) Copy of Utility bill (Water, Electricity or Telephone) – indicating applicant’s name and address.

5) Copy of National Identity Card or Passport.