

[Your Company Letterhead]

[Date]

[Consulate/Embassy Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently working [full-time/part-time] at a salary of [Salary Amount] per [hour/week/month/year].

[Employee's Name] is a valuable member of our team, and their responsibilities include [Brief description of duties].

Please do not hesitate to contact us at [Phone Number] or [Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]