

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name]. Below are the details related to your position and duration of employment:

- **\*\*Employee Name\*\***: [Employee's Full Name]
- **\*\*Position/Title\*\***: [Employee's Job Title]
- **\*\*Employment Start Date\*\***: [Start Date]
- **\*\*Employment Status\*\***: [Full-time/Part-time/Temporary]
- **\*\*Annual Salary\*\***: [Salary Amount]
- **\*\*Job Responsibilities\*\***: [Brief overview of job responsibilities]

This letter is provided to support [Employee's Name]'s application for immigration purposes. Should you require any further information, please feel free to contact us at [Company Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]