

[Your Company's Letterhead]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proof of Employment for Visa Application

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is currently working full-time and is responsible for [brief description of job duties].

[Employee's Name] earns an annual salary of [Salary Amount] and is an integral part of our team. [He/She/They] has been consistent in [his/her/their] performance and has contributed positively to our organization.

Should you require any further information regarding [Employee's Name]'s employment, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]