

[Your Company Letterhead]

[Date]

[USCIS Address]

[City, State, ZIP Code]

Subject: Employment Verification for [Employee's Name]

Dear Sir/Madam,

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] as a [Job Title]. [He/She/They] is currently working [Full-time/Part-time] and [his/her/their] annual salary is [Salary Amount].

[Employee's Name] is responsible for [Brief Description of Job Duties].

[He/She/They] has demonstrated [mention any relevant skills, contributions, or accomplishments].

Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Company Phone Number]

[Company Email Address]