

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

To Whom It May Concern,

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 under a [full-time/part-time] contract and is a valued member of our team.

Details of Employment:

- Job Title: [Job Title]
- Department: [Department Name]
- Employment Type: [Full-time/Part-time/Contract]
- Salary: [Salary Amount]
- Supervisor: [Supervisor's Name]

[Employee's Name] is responsible for [Brief Description of Job Responsibilities]. [He/She/They] has displayed exceptional skills and commitment in [mention any relevant achievements or contributions]. Should you require any further information or clarification regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]