

[Your Company Letterhead]

[Date]

U.S. Citizenship and Immigration Services

[USCIS Address]

Subject: Employment Verification for [Employee's Name]

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]. [He/She/They] currently holds the position of [Job Title].

[Employee's Name] works on a [full-time/part-time] basis, [mention hours per week if applicable], and [his/her/their] annual salary is [Salary Amount]. [He/She/They] is responsible for [brief description of job duties].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information regarding [Employee's Name]'s employment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]