

**\*\*DHS Verification Letter Template\*\***

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification of [Individual's Name] Employment and Immigration Status

Dear [Recipient's Name],

This letter is to verify the employment and immigration status of [Individual's Name], who has been employed with [Your Organization's Name] since [Employment Start Date].

**\*\*Employee Information:\*\***

- Full Name: [Individual's Name]

- Job Title: [Job Title]

- Employment Status: [Full-time/Part-time]

- Work Authorization Type: [Type of visa or work authorization]

- Expiration Date of Work Authorization: [Date]

[Individual's Name] holds the position of [Job Title], where they are responsible for [Brief Description of Job Responsibilities]. As of the date of this letter, [he/she/they] is in good standing with our organization.

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 Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]