

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Homeland Security]
[Recipient Address]
[City, State, Zip Code]
Subject: Employment Verification for [Employee's Name]
Dear [Recipient Name],
I am writing to verify the employment of [Employee's Name], who is currently employed with [Company/Organization Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and works in the [Department/Division].
[Optional: Brief description of the employee's job responsibilities and performance.]
If you require any further information or clarification regarding [Employee's Name]'s employment status, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company/Organization Name]