

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Full Name]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name], holding the position of [Employee's Job Title] at [Company Name], has been employed with us since [Start Date]. [He/She/They] works [full-time/part-time] and receives an annual salary of [Salary Amount].

[Employee's Full Name] is applying for a visa to [Country] for employment purposes. We fully support [his/her/their] application and confirm that [he/she/they] will continue to be employed with us upon [his/her/their] return.

Please feel free to contact us at [Phone Number] or [Email Address] should you require any additional information.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]