

[Your Company's Letterhead]

[Date]

[Consulate or Embassy Name]

[Consulate or Embassy Address]

[City, Postal Code]

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

Dear Sir/Madam,

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].

[Employee's Full Name] is currently working on a [full-time/part-time] basis, and their annual salary is [Salary Amount] (before taxes). Their responsibilities include [briefly describe job responsibilities].

We understand that this letter is required for the processing of [Employee's Full Name]'s visa application, and we confirm that they are a valued member of our team.

If you require any further information, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postal Code]

[Company Phone Number]

[Company Email Address]