

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Background Verification for Visa Application

Dear [Employee's Name],

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] in the capacity of [Job Title] since [Start Date]. This verification is being provided for the purpose of visa application to [Country Name].

During their tenure at our organization, [Employee's Name] has exhibited professionalism and a strong work ethic. [He/She/They] is involved in [brief description of job responsibilities] and has been a valuable asset to our team.

Please feel free to contact us at [Company Phone Number] or [Company Email Address] if you require any further information or clarification regarding [Employee's Name]'s employment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]