

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter

Dear [Recipient's Name],

This letter serves to confirm the employment of [Employee's Full Name], who has been working with us at [Company Name] since [Start Date].

[Employee's Full Name] holds the position of [Job Title] in the [Department Name]. The nature of [his/her/their] work includes [Brief Description of Job Responsibilities]. [He/She/They] works [Full-time/Part-time] and is currently earning a salary of [Salary Amount] per [year/month].

[Employee's Full Name] is a valued member of our team, and we fully support [his/her/their] application for a GB visa. Should you require any additional information, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]