

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear Sir/Madam,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] currently works [Full-time/Part-time] and is responsible for [Brief Description of Job Responsibilities].

[Employee's Name] is applying for a visa to Ghana for [Purpose of Visit, e.g., business meetings, training, etc.] from [Start Date of Trip] to [End Date of Trip]. We are supportive of this trip and confirm that [Employee's Name] will return to [designated place of work or home country] upon completion of [his/her/their] travel.

If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature]