

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing to confirm that [Employee's Full Name], holding the position of [Job Title] at [Company Name], has been employed with us since [Start Date]. [He/She/They] is a valued member of our team and is currently residing in [Current Location].

We are pleased to support [his/her/their] application for a work visa to Ghana, as [he/she/they] will be engaged in [briefly describe the nature of work or project] during [his/her/their] assignment. This role is essential to our business operations and will contribute to [briefly explain the purpose/benefit of the employee's work in Ghana].

[Employee's Full Name] is expected to work with us until [Expected End Date or "indefinitely" if ongoing].

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]