

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification Letter

This letter is to confirm that [Employee's Full Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] works on a [full-time/part-time] basis, with a current salary of [Salary Amount] per [month/year].

[Employee's Full Name] is a valued member of our team, and [his/her/their] responsibilities include [briefly list key responsibilities or duties].

This employment is ongoing, and we support [his/her/their] intent to [state purpose relevant to immigration process, e.g., apply for work visa, residency, etc.] in Ghana.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]