

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is currently working [Full-Time/Part-Time] and is an essential member of our [Department/Team].

[Employee's Name] is responsible for [briefly describe job responsibilities and duties]. [He/She/They] has shown exceptional skills in [mention notable skills or achievements] and contributes significantly to our projects and goals.

This employment is expected to continue for the foreseeable future, and we fully support [Employee's Name]'s application for an HBO visa.

Should you require any further information, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]