

[Your Organization's Letterhead]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Evidence Letter for HBA Visa Application

Dear [Recipient's Name],

This letter is to confirm the employment and details of [Employee's Full Name], who is applying for an HBA visa.

- ****Position:**** [Employee's Job Title]
- ****Employment Start Date:**** [MM/DD/YYYY]
- ****Employment Status:**** [e.g., Full-Time, Part-Time]
- ****Job Responsibilities:**** [Brief description of key responsibilities]
- ****Salary:**** [Annual salary or hourly wage]
- ****Company Information:****
 - Name: [Company Name]
 - Address: [Company Address]
 - Contact Number: [Company Phone Number]

[Employee's Full Name] has been a valuable member of our team, exhibiting [positive traits or contributions]. We fully support their visa application and believe that their [skills/experience] are essential for our operations.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]