

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to confirm that [Employee's Name], holding the position of [Job Title] at [Company Name], has been employed with us since [Start Date]. [He/She] is currently a full-time employee working [Number of Hours] hours per week.

[Employee's Name] is responsible for [Brief Description of Job Duties and Responsibilities]. [He/She] earns an annual salary of [Salary Amount] and is a valuable member of our team.

This verification is provided for the purpose of [reason for employment verification, e.g., visa application for Hong Kong]. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]