

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for Hong Kong Visa Application

I am writing to confirm the employment of [Employee's Name] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title].

[Employee's Name] is a valued member of our team, contributing significantly to [specific projects, responsibilities, or achievements]. Their employment is full-time, and they have a gross annual salary of [Salary Amount].

We support [Employee's Name] in their application for a visa to Hong Kong and understand that their travels are necessary for [brief explanation of the reason for the travel, e.g., business meetings, project development, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or verification regarding [Employee's Name]'s employment status.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]