

[Your Company Letterhead]

[Date]

[Immigration Department Address]

[City, Postal Code]

Subject: Employment Verification Letter for [Employee's Name]

To Whom It May Concern,

This letter is to confirm that [Employee's Name], holding the position of [Job Title], has been employed with [Company Name] since [Start Date].

[He/She/They] is currently working in a full-time capacity and is responsible for [brief description of job responsibilities].

[Employee's Name] is earning a monthly salary of [Salary Amount], and [his/her/their] employment is essential to our operations. We fully support [his/her/their] application for [specific visa/permit type] and confirm that the position is available to [him/her/them] upon approval.

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

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postal Code]

[Company Phone Number]

[Company Email Address]