

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter for HN Visa

Dear [Employee's Name],

This letter serves to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. This position is full-time, and [he/she/they] is currently receiving an annual salary of [Salary Amount].

[Employee's Name] is an integral part of our team, contributing to [briefly describe job responsibilities or projects].

Please feel free to contact us at [Company Phone Number] or [Company Email Address] for any further information or clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]