

[Your Company Letterhead]

[Date]

To Whom It May Concern,

Subject: HN Visa Verification Letter

Dear [Recipient's Name],

I am writing to confirm the employment and visa status of [Employee's Name], who works as a [Job Title] at [Company Name].

1. **Employee Details:**

- Name: [Employee's Name]
- Position: [Job Title]
- Department: [Department]
- Employee ID: [Employee ID]
- Date of Employment: [Start Date]
- Work Visa Type: HN Visa
- Visa Expiration Date: [Expiration Date]

2. **Job Responsibilities:**

[Brief description of job responsibilities and duties]

3. **Verification of Employment:**

[Statement confirming the employee's active status and good standing within the company.]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]