

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter for HX Visa

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] with [Company Name].

- **Employee Name**: [Employee's Full Name]

- **Job Title**: [Employee's Job Title]

- **Employment Start Date**: [Start Date]

- **Employment Status**: [Full-time/Part-time/Temporary]

- **Annual Salary**: [Salary Amount]

- **Job Responsibilities**:

[Briefly describe the employee's responsibilities and position within the company.]

[Optional: Brief description of the company, its mission, and values.]

This letter serves to verify employment for the purpose of applying for an HX visa. If you require any additional information, please feel free to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]