

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

I am writing to confirm the employment of [Employee's Name], who has been working with us at [Company/Organization Name] since [Start Date].

[Employee's Name] currently holds the position of [Job Title] and is responsible for [Brief Description of Job Responsibilities].

[Employee's Name] is employed on a [Full-time/Part-time] basis, and their annual salary is [Salary Amount].

If you require any further information or specific details for the immigration process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company/Organization Name]