

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, Province, Postal Code]

Subject: Employment Verification for Immigration

Dear [Recipient's Name],

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

[Employee's Full Name] has been employed with us since [Start Date] as a [Job Title]. [He/She/They] currently works on a [full-time/part-time] basis and is responsible for [briefly describe job responsibilities].

[Employee's Full Name] works approximately [Number of Hours] hours per week and is compensated at a rate of [Employee's Salary/Hourly Wage].

We can confirm that [Employee's Full Name] is a valuable member of our team and has displayed [mention any positive qualities such as dedication, skills, etc.].

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

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Phone Number]

[Company's Email Address]