

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for JW Visa Application

We are writing to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. This letter serves as official verification for [Employee's Name]'s employment status in support of their J-1 Visa application.

[Employee's Name] is engaged in [brief description of job responsibilities or role]. Their current annual salary is [Salary Amount], and they work [Number of Hours] per week.

We support [Employee's Name]'s application for the J-1 Visa, and we believe that this opportunity will enhance their professional skills and contribute positively to our organization.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]