

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to verify the employment of [Employee Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and is a valuable member of our team. [Employee Name] works [full-time/part-time] and is responsible for [brief description of job responsibilities]. [His/Her/Their] current salary is [Annual Salary] per year.

[Employee Name] is applying for a Korean visa, and we confirm that [he/she/they] has been granted permission to travel during [specify dates if known].

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

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]