

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Full Name]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name] is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been with us since [Start Date] and is a valued member of our team.

[Employee's Full Name] works [Full-time/Part-time] with a salary of [Salary Amount] per [Month/Year]. [He/She/They] is in good standing with our organization and has consistently demonstrated [positive traits or skills relevant to the employment].

The purpose of this letter is to support [his/her/their] application for a [type of visa] visa to Korea for [purpose of travel, e.g., business, study, etc.]. We fully support [his/her/their] request and confirm that [he/she/they] will return to [his/her/their] position with us upon completion of [his/her/their] visit.

Should you require any further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]