

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

To Whom It May Concern,

This letter is to verify that [Employee's Name] is currently employed at [Company Name] as a [Job Title] since [Start Date]. [He/She/They] works on a [full-time/part-time] basis and earns an annual salary of [Salary Amount].

[Employee's Name] is an integral part of our team, responsible for [brief description of job responsibilities].

If 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]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]