

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

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 our company since [Start Date] and is a valued member of our team.

[Employee's Full Name] works [Full-Time/Part-Time] and is responsible for [briefly describe job responsibilities]. [His/Her/Their] annual salary is [Salary Amount] and [he/she/they] will continue to be employed during [his/her/their] visa application process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]