

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Nanny Hiring Letter for Visa Application

Dear [Consulate/Embassy Official's Name],

I am writing to confirm the employment of [Nanny's Full Name], who will be working as a full-time nanny for my family. This letter serves to meet the requirements for their visa application.

****Employer Information:****

- Name: [Your Name]
- Address: [Your Address]
- Phone: [Your Phone Number]
- Email: [Your Email Address]

****Employee Information:****

- Name: [Nanny's Full Name]
- Date of Birth: [Nanny's Date of Birth]
- Nationality: [Nanny's Nationality]

****Position Details:****

- Job Title: Nanny
- Employment Start Date: [Start Date]
- Hours of Work: [e.g., 40 hours per week]
- Salary: [Salary Amount]

As a nanny, [Nanny's Name] will be responsible for the care and supervision of my children, including but not limited to:

- [List primary duties and responsibilities]

We are committed to providing [Nanny's Name] with a safe and welcoming work environment and ensuring compliance with all relevant labor laws. Please do not hesitate to contact me if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]