

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Employment Verification for Nanny Position

Dear [Recipient's Name],

I am writing to confirm the employment of [Nanny's Name] as a nanny for my family. This letter serves to verify her position and support her visa application process.

[Nanny's Name] has been employed with us since [Start Date] and is responsible for the care of my [number of children] children, ages [ages of children]. Her responsibilities include:

- Supervising and ensuring the safety of the children
- Preparing meals and snacks
- Organizing educational and recreational activities
- Assisting with homework and daily routines
- Light housekeeping related to the children

We are happy to confirm that her employment is full-time, with an expected work schedule of [work hours, e.g., 40 hours per week]. [Nanny's Name] is a valuable member of our household and has shown exceptional dedication and care for our children.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information regarding her employment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Nanny, e.g., Employer]