

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Country]

To Whom It May Concern,

We are pleased to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. This position is a [Full-Time/Part-Time] role, and [he/she/they] is currently working [Number of Hours] hours per week.

[Employee's Name] is responsible for [Brief Description of Job Responsibilities]. [His/Her/Their] performance has been commendable, and [he/she/they] has demonstrated exceptional skills in [Relevant Skills or Contributions].

[Company Name] is committed to supporting [Employee's Name] in [his/her/their] application for a New Zealand visa. Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]