

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification Letter

This letter is to verify that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. Their current employment status is [Full-time/Part-time/Contract] and they earn an annual salary of [Salary Amount].

[Employee's Name] is responsible for [brief description of job responsibilities]. They have demonstrated [mention any relevant skills or contributions].

This verification is provided for the purpose of supporting their application for a New Zealand work permit.

Should 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]