

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Verification for Work Visa Application

I am writing to confirm my employment with [Company Name] as a [Your Job Title] since [Start Date]. My role primarily involves [brief description of job responsibilities].

I am seeking a work visa for New Zealand and require verification of my employment for the application process. I have attached documents that outline my role and responsibilities within the company, along with other necessary information.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Company Name]