

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Employment Verification for [Employee's Full Name]

We are pleased to confirm that [Employee's Full Name], holding the position of [Employee's Job Title] within our company, [Company Name], has been employed with us since [Employee's Start Date].

[Employee's Full Name] is a valued member of our team and is involved in [brief description of job responsibilities or projects].

This letter serves to support [his/her/their] application for [specific visa or purpose], and we believe that [he/she/they] will adhere to the requirements set forth by your esteemed embassy.

Should you require any further information regarding [Employee's Full Name], please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]