

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter serves to verify the employment of [Employee's Name], who is currently employed with [Your Company Name] as a [Employee's Job Title]. [He/She/They] has been with our company since [Employee's Start Date] and is an integral part of our team.

[Employee's Name] holds a [full-time/part-time] position, and [his/her/their] current salary is [Employee's Salary]. [He/She/They] is engaged in [brief description of responsibilities and duties].

We appreciate your attention to this matter and are happy to provide further information if required.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]