

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Consul General/Embassy Official's Name],

Subject: Employment Confirmation for Visa Application

We are pleased to confirm the employment of [Employee's Full Name], who holds the position of [Job Title] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and currently earns a salary of [Employee's Salary].

[Employee's Name] is a valued member of our team and is applying for a [type of visa, e.g., tourist, work, etc.] visa to [Country Name]. The purpose of this trip is [briefly explain the reason for travel, e.g., business meetings, conference, vacation, etc.].

We understand the importance of this visa in facilitating [Employee's Name]'s travel and assure you that [he/she/they] is expected to return to [his/her/their] duties with us upon completion of [his/her/their] travel. Should you require any further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]