

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear Sir/Madam,

I am writing to confirm the employment status of [Employee's Name], who is currently employed at [Your Company's Name] in the capacity of [Employee's Job Title].

[Employee's Name] has been with our organization since [Start Date] and is a valued member of our team. Their responsibilities include [briefly outline key responsibilities].

[Employee's Name] is applying for a visa to [reason for visa application, e.g., "attend a business conference," "visit family," etc.] and we are supportive of their application.

Should you have any questions regarding [Employee's Name]'s employment or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]