

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: HR Letter for Visa Application

Dear Sir/Madam,

This letter is to confirm the employment of [Employee's Full Name], who is currently working as a [Employee's Job Title] in our company, [Company Name].

1. **\*\*Employee Details\*\***:

- Full Name: [Employee's Full Name]
- Job Title: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-time/Part-time/Contract]

2. **\*\*Company Details\*\***:

- Company Name: [Company Name]
- Company Address: [Company Address]
- Company Phone Number: [Company Phone Number]
- Company Website: [Company Website]

3. **\*\*Reason for Travel\*\***:

- [Brief explanation of the purpose of the employee's travel and duration of stay]

We appreciate your assistance in processing this visa application for [Employee's Full Name]. Should you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]