

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

We hereby certify that [Employee's Full Name] is employed with [Company Name] as a [Job Title] since [Employment Start Date]. [He/She/They] is currently working [full-time/part-time] and receiving a salary of [Salary Amount] per [year/month/hour].

[Employee's Full Name] has been an integral part of our team, responsible for [briefly describe job responsibilities]. [He/She/They] has demonstrated [mention any relevant skills or attributes], making a valuable contribution to our organization.

Should you require any further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]