

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, ZIP Code]

Subject: Visa Support Letter for [Employee's Name]

Dear Sir/Madam,

I am writing to confirm the employment of [Employee's Name], who holds the position of [Job Title] at [Company Name] since [Employment Start Date]. [Employee's Name] is currently earning a salary of [Salary Amount] and is a valuable member of our team.

[Employee's Name] is applying for a family visa to [Destination Country] for the purpose of [briefly explain purpose, e.g., visiting family, obtaining residence]. We fully support this application and can confirm that [he/she/they] will return to [Home Country] upon completion of [his/her/their] visit.

We assure you that [Employee's Name] has our full support during this process and will continue to be employed with us after returning from [Destination Country].

Should you require any further information or clarification, 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]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]