

[Your Organization's Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Consular Officer's Name or "To Whom It May Concern"],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name], holding the position of [Employee's Job Title] at [Your Organization's Name], has been employed with us since [Start Date]. [He/She/They] is currently earning an annual salary of [Salary Amount].

[Employee's Name] is a valuable member of our team, and [his/her/their] responsibilities include [brief description of job responsibilities].

[He/She/They] has consistently demonstrated a high level of professionalism and dedication in [his/her/their] work.

This verification is provided at the request of [Employee's Name] for the purpose of [specific reason for the letter, e.g., visa application, immigration process, etc.].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization's Name]

[Your Contact Information]

[Organization's Website, if applicable]