

[Your Company's Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to verify that [Employee's Name] is employed with [Your Company's Name] as a [Job Title] since [Start Date]. [He/She/They] is currently receiving a salary of [Salary Amount] per [month/year].

[Employee's Name] is a valuable member of our team and is in good standing with our organization. [He/She/They] is seeking a [type of visa or purpose of visit] and may require this letter as part of the application process.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]