

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Employment Verification for [Employee's Name]

We are writing to confirm the employment of [Employee's Name], who holds the position of [Employee's Job Title] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and is currently earning a salary of [Salary Amount] per [month/year].

[Optional: Brief description of the employee's role and responsibilities.]

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require any further information.

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]