

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name] - Request for Student Visa

Dear Sir/Madam,

I, [Your Name], am the [Your Position] at [Your Company Name], located at [Company Address]. This letter is to confirm that [Employee's Name] is currently employed with us as a [Employee's Position] since [Employment Start Date].

[Employee's Name] is planning to pursue [Name of Course/Program] at [Name of Educational Institution] and has requested to apply for a student visa. We fully support [his/her] endeavor to further [his/her] education and believe it will greatly benefit [his/her] professional development. Please find below the details of [Employee's Name]:

- ****Position****: [Employee's Position]
- ****Salary****: [Employee's Salary]
- ****Employment Status****: [Full-time/Part-time]

We assure you that [Employee's Name] is a valued member of our team and will continue to be employed with us upon [his/her] return from studying. If you require any further information, 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 Position]

[Your Company Name]

[Your Contact Information]