

[Your Company's Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear Sir/Madam,

This letter is to confirm that [Employee's Name], holding the position of [Employee's Position] at [Company Name], has been employed with us since [Start Date]. [He/She/They] is a valued member of our team and holds a [full-time/part-time] position.

[Employee's Name] is traveling to [Destination] from [Start Date of Travel] to [End Date of Travel] for [purpose of travel, e.g., business meetings, conferences, etc.]. During this period, [he/she/they] will remain employed with us and is expected to return to work on [Return Date].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]