

[Your Company's Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear Sir/Madam,

We hereby confirm that [Employee's Name] is employed with us at [Company Name] as a [Job Title] since [Start Date]. [He/She/They] has been working on a [full-time/part-time] basis and is a valued member of our team.

[Optional: Brief description of job responsibilities or contributions.]

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]