

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

[Country]

Subject: Employment Verification for [Employee's Name]

Dear Sir/Madam,

We are pleased to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] as [Job Title]. [He/She/They] is currently working in the [Department/Team] and is responsible for [Brief Description of Duties].

[Employee's Name] is a valuable member of our team, and we are supporting [his/her/their] application for a work visa to [Country] for [specific purpose or project]. This visa is vital for [his/her/their] continued contribution to our operations and [describe importance to company or project].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Number]

[Email Address]