

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter for Visa Application

Dear [Recipient's Name or "To Whom It May Concern"],

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is a [full-time/part-time] employee, and [his/her/their] annual salary is [Salary Amount].

[Employee's Name] is an integral part of our team, and [he/she/they] contributes greatly to our [specific department or project]. We support [his/her/their] application for a visa and believe that [his/her/their] stay in [Country] will be mutually beneficial.

If you have any further questions or require additional information, please do not hesitate to contact me 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]