

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Address]

Subject: Employment Verification for RJ Visa Application

To Whom It May Concern,

We hereby confirm that [Employee's Full Name], holding the position of [Employee's Job Title], has been employed with [Company's Name] since [Employment Start Date]. [He/She/They] is currently working with us on a [full-time/part-time] basis.

[Employee's Full Name] is a valued member of our team and is responsible for [Brief Description of Job Duties]. [His/Her/Their] monthly salary is [Employee's Monthly Salary], and [he/she/they] has been an asset to our organization.

This employment confirmation is issued at the request of [Employee's Full Name] for the purpose of applying for an RJ visa.

Should you require any further information, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[Your Company's Phone Number]

[Your Company's Email Address]