

[Your Company's Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for Visa Application

This letter serves to confirm that [Employee's Name] is employed with [Company Name] in the position of [Employee's Job Title] since [Employment Start Date].

[Employee's Name] is a valued member of our team and is engaged in [brief description of job duties or responsibilities]. Their monthly salary is [Employee's Salary].

The purpose of this letter is to support [Employee's Name]'s visa application for traveling to Rwanda. We fully support their intentions regarding the trip, which is scheduled for [Travel Dates].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]