

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been with us since [Start Date] and currently works [Full-time/Part-time] in [Department/Division].

[Employee's Name]'s role involves [brief description of job responsibilities and duties], which are essential to our operations. [He/She/They] is a valuable member of our team, and we rely on [his/her/their] skills and expertise to support our business objectives. This position qualifies for a TN Visa under the [specific professional category], and we are committed to providing the necessary support for [his/her/their] application.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]