

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification Letter for TN Visa Application

We are pleased to offer [Employee's Name] the position of [Job Title] at [Company Name], effective [Start Date]. This position is a key component of our operations, and we are excited to have [him/her/them] as part of our team.

[Employee's Name] will be responsible for [brief description of job duties and responsibilities, highlighting how they relate to the TN visa profession category]. The nature of this role requires [specific qualifications or skills that align with TN visa requirements].

[Company Name] is an established organization, located at [Company Address]. We specialize in [brief description of company's industry or field and its mission]. We are committed to fostering an environment that supports our employees' professional growth and development.

We confirm that [Employee's Name] meets the necessary qualifications for this position, including [specific qualifications or education required for the job]. This employment will be full-time, requiring [indicate working hours, if necessary], and the offered salary is [salary amount, if applicable].

Please do not hesitate to contact me at [Your Phone Number] or [Your Email] should you require any further information regarding [Employee's Name]'s employment with our company.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]