

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to verify the employment of [Employee Name], who has been employed at [Your Company Name] since [Start Date] in the capacity of [Employee Position].

[Employee Name] is a [Full-Time/Part-Time] employee and currently earns a salary of [Salary Amount] per [Month/Year]. Their primary responsibilities include [Brief Description of Job Responsibilities].

This verification is being provided upon [Employee Name]'s request for the purpose of applying for a work visa in the United Arab Emirates.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]