

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification Letter for [Employee's Name]

Dear [Recipient Name],

This letter is to confirm that [Employee's Name] is employed with [Company Name] since [Start Date] as a [Job Title]. [He/She/They] is currently working [full-time/part-time] and is responsible for [brief description of duties].

[Employee's Name] has been a valuable asset to our team, and we are pleased to support [his/her/their] application for a UJ visa. [Optional: Include any relevant achievements or contributions].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]