

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

To Whom It May Concern,

This letter is to formally verify the employment of [Employee's Full Name], who has been employed with [Company Name] since [Start Date].

[Employee's Name] currently holds the position of [Job Title] and is a valued member of our team.

Details of Employment:

- **\*\*Job Title\*\***: [Job Title]

- **\*\*Department\*\***: [Department Name]

- **\*\*Employment Type\*\***: [Full-time/Part-time/Contract]

- **\*\*Annual Salary\*\***: [Salary Amount]

[Employee's Name] is responsible for [brief description of job responsibilities].

[Employee's Name] is planning to [purpose of travel, e.g., attend a conference, participate in training, etc.] to [Destination] from [Start Date of Travel] to [End Date of Travel]. We fully support their request for a visa during this period.

Should you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]