

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department/Agency Name]

[Address]

Subject: Employer Statement for Visa Processing

Dear [Recipient's Name],

I am writing to confirm that [Employee's Full Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is a valued member of our team and is currently involved in [brief description of job responsibilities].

[Employee's Full Name] is seeking a visa to [reason for visa] and will be traveling to [Destination Country] from [Start Date of Travel] to [End Date of Travel]. During this time, [he/she/they] will [explain what the employee will be doing in the destination country].

We fully support [Employee's Full Name] in this endeavor and assure you that [he/she/they] will return to our company upon completion of the trip. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]