

[Your Company Letterhead]

[Date]

[Recipient's Name or Title]

[Recipient's Address]

[City, State, Zip Code]

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

Dear [Recipient's Name or "To Whom It May Concern"],

This letter is to confirm that [Employee's Name], holding the position of [Employee's Position] at [Company Name], has been employed with us since [Start Date].

[Employee's Name] is currently working [full-time/part-time] and is responsible for [brief description of job duties]. [He/She/They] is a valued member of our team, and we fully support [his/her/their] application for a visa to [destination country].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]