

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Employment Verification for Visa Application - [Employee's Full Name]

I am writing to confirm the employment of [Employee's Full Name], who is currently employed with us at [Company Name] as a [Job Title].

[Employee's Full Name] has been with our organization since [Start Date] and is a valuable member of our team.

[Employee's Full Name] is applying for a visa to [destination country] for the purpose of [reason for the visa application, e.g., business travel, work assignment, etc.]. During this period, [he/she/they] will be [brief description of the employee's role during the visit, e.g., attending meetings, conducting training, etc.].

We respectfully request your assistance in processing [his/her/their] visa application. If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]