

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the employment of [Employee's Name] at [Your Company Name]. [Employee's Name] has been employed with us since [Start Date] as a [Job Title] and is currently working in the [Department/Team Name].

During their time with our organization, [Employee's Name] has demonstrated exceptional skills in [specific skills or responsibilities], contributing significantly to our team's success. They have consistently shown professionalism, dedication, and a strong work ethic.

[Employee's Name] is applying for a visa to [reason for the visa, e.g., work, study, etc.], and we fully support their application. We believe that their presence in [Country] will not only benefit them personally but will also enhance their professional qualifications.

If you require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]