

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to confirm that [Employee's Name] is currently employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] has been a valuable member of our team, contributing to [briefly describe job responsibilities or projects].

We support [Employee's Name]'s application for a VX visa and confirm that [he/she/they] will continue to be employed with us during the visa period. Should you require any further information, please do not hesitate 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]