

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Verification for VZ Visa Application

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is a full-time employee working [Number of Hours] hours per week.

[Employee's Name] is essential to our team, contributing to [Brief description of responsibilities and contributions]. [He/She/They] is compensated at an annual salary of [Salary Amount].

We are supportive of [Employee's Name]'s application for the VZ Visa and confirm that [he/she/they] will continue to be employed with us during the duration of [his/her/their] stay.

If you require any further information, please feel free 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]