

[Your Company's Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as confirmation of employment for [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is responsible for [brief description of job duties].

[Employee's Name] works [full-time/part-time] and has a current salary of [Salary Amount]. Their employment is [ongoing/temporary] and will continue until [End Date or specify if ongoing].

This letter is issued for the purpose of applying for a work permit and can be verified by contacting our HR department at [HR Contact Information].

If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature (if sending a hard copy)]