

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is currently working on a full-time basis, and [his/her/their] annual salary is [Salary Amount].

[Employee's Name] has been a valuable member of our team and is currently engaged in the following responsibilities:

- [Responsibility #1]

- [Responsibility #2]

- [Responsibility #3]

Should you require any further information regarding [his/her/their] employment status, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Signature (if sending a hard copy)]