

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: ZJ Visa Confirmation Letter

Dear [Recipient's Name],

We are pleased to confirm that [Employee's Full Name], holding the position of [Employee's Job Title] at [Company Name], is eligible to apply for a ZJ visa to work in China. This letter serves to verify their employment and confirm that they will be engaged in [specific duties or projects] during their tenure.

Company Name: [Company Name]

Company Address: [Company Address]

Contact Person: [Your Name]

Contact Title: [Your Title]

Phone Number: [Your Phone Number]

Email Address: [Your Email Address]

Please find below the details of the employee:

- Full Name: [Employee's Full Name]
- Date of Birth: [Employee's Date of Birth]
- Passport Number: [Employee's Passport Number]
- Position: [Employee's Job Title]
- Duration of Employment: [Start Date] to [End Date]

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]

[Company Seal/Stamp, if applicable]