

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: ZJ Visa Application for [Employee's Name]

To Whom It May Concern,

We are writing to confirm the employment of [Employee's Name], who is applying for a ZJ visa to work in [Country/City]. [Employee's Name] holds the position of [Job Title] with [Company Name], located at [Company Address].

[Employee's Name] has been employed with us since [Start Date] and is a key member of our team, contributing significantly to [brief description of the role and contributions to the company]. The primary objective of this visa is to allow [Employee's Name] to [reason for travel, e.g., attend training, contribute to a project, etc.].

We support their application and confirm that [Employee's Name] will maintain their employment status with our company during this time.

Should you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]