

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

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

[Describe the employee's job responsibilities and any relevant qualifications or achievements briefly.]

We are supporting [Employee's Name]'s application for a ZJ visa due to [reason for requiring the visa, e.g., transfer for work, project in China, etc.].

Should 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]