

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm that [Applicant's Name] has been employed by [Company/Organization Name] as [Job Title] from [Start Date] to [End Date]. During their time with us, they have demonstrated exceptional skills and professionalism in their role, contributing positively to our team's success.

[Optional: Include details about the applicant's responsibilities, achievements, and work ethic.]

This letter serves as a reference for [Applicant's Name] as they apply for a ZJ visa. We fully support their application and can attest to their qualifications and suitability for this visa category.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]