

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification Letter for Visa Application

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been a part of our team since [Start Date] and is currently working [Full-time/Part-time]. [Employee's Name] is responsible for [briefly describe job duties and responsibilities]. [He/She/They] has demonstrated [mention any relevant skills or contributions to the company].

[Company Name] is a [brief description of the company, e.g., industry, size, and location]. We are supportive of [Employee's Name]'s application for a ZN visa and believe [he/she/they] is an integral part of our organization.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]