

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Consulate/Embassy Name]

[Address]

[City, State, Zip Code]

Subject: Employment Verification Letter for [Employee's Full Name]

Dear Sir/Madam,

This letter is to confirm the employment of [Employee's Full Name], who works with us at [Company Name] as a [Job Title]. [He/She/They] has been with our company since [Start Date] and is currently employed on a [Full-time/Part-time/Temporary] basis.

[Employee's Full Name] holds a [mention any relevant qualifications or degrees] and is responsible for [briefly describe job responsibilities].

[His/Her/Their] annual salary is [Salary Amount], and [he/she/they] is a valuable member of our team.

We support [Employee's Full Name] in [his/her/their] application for a visa to work in Zurich, Switzerland. We believe that [his/her/their] skills and expertise will contribute significantly to our operations there.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]