

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Verification for Visa Application

This letter is to confirm that you are employed with [Company Name] as a [Job Title] since [Start Date]. Your current employment status is [Full-Time/Part-Time].

Your responsibilities include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your annual salary is [Salary Amount]. You work approximately [Number of Hours] hours per week.

Should you require any further information or documentation, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]