

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

Dear Sir/Madam,

This letter is to confirm that [Employee's Full Name], holder of [Employee's Passport Number] and currently residing at [Employee's Address], has been employed with [Your Company's Name] since [Start Date].

[Employee's Full Name] holds the position of [Employee's Job Title] within our [Department/Team] and is responsible for [brief description of job responsibilities]. Their current salary is [Employee's Salary] per [Month/Year].

We understand that [Employee's Full Name] is applying for a visa to [Purpose of Travel, e.g., attend a conference, business meeting] in Nigeria. We fully support their application and confirm that they will be returning to their position within our organization following their travel.

For any further inquiries, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[Your Company's Phone Number]

[Your Company's Email Address]