

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

Dear [Immigration Officer's Name or "To Whom It May Concern"],

Subject: Employment Verification for Immigration Purpose

I am writing to verify the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] and is part of our [Department/Team Name] within the company.

As a valued member of our team, [Employee's Name] has demonstrated skills in [briefly list skills or responsibilities relevant to the position].

[He/She/They] contribute significantly to our organization and [mention any specific achievements or contributions].

[Employee's Name] is a full-time employee, working [number of hours] hours per week, and earns an annual salary of [Salary Amount].

We support [Employee's Name] in [his/her/their] immigration process and confirm that [he/she/they] will continue to be employed with us during this time. Should you require any further information or clarification, 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]
[Your Company Name]
[Company Address]
[City, State, Zip Code]