

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Name]

[Address of the Consulate/Embassy]

[City, State, Zip Code]

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

Dear Sir/Madam,

This letter is to confirm that [Employee's Name], holding the position of [Employee's Position] with us since [Start Date], is currently employed at [Company Name] located at [Company Address].

[Employee's Name] is a [full-time/part-time] employee and works [number of hours] hours per week. Their responsibilities include [briefly describe job responsibilities].

We understand that [Employee's Name] is applying for a visa to [Uzbekistan/other relevant information] and fully support their application. [He/She/They] is expected to return to the company following [his/her/their] trip.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]