

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for Visa Application

Dear [Recipient's Name],

I am writing to confirm the employment details of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Employee's Job Title] in the [Department Name] department.

[Employee's Name] works [full-time/part-time], typically [number of hours] hours per week. [His/Her/Their] current annual salary is [Salary Amount]. During [his/her/their] tenure, [Employee's Name] has consistently demonstrated [mention any qualities or achievements relevant to the visa application].

This letter serves to verify [Employee's Name]'s employment status for [his/her/their] visa application, and we fully support [his/her/their] pursuit of [type of visa].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]