

[Date]

To Whom It May Concern,
[Immigration Authority Name / Visa Processing Center]

Subject: Employment Reference for [Employee Full Name]

Dear Immigration Officer,

I am writing this letter to confirm the employment details of [Employee Full Name] at [Company Name]. I currently hold the position of [Your Job Title] and I am [Employee Name]'s [Supervisor/Manager/HR Representative].

Employment Details:

- **Job Title:** [Official Job Title]
- **Employment Period:** [Start Date] to [End Date or "Present"]
- **Employment Status:** [Full-time / Part-time]
- **Standard Hours:** [Number] hours per week
- **Annual Salary:** [Currency Amount] per year

Primary Roles and Responsibilities:

- [Responsibility 1: Detailed description of daily task]
- [Responsibility 2: Detailed description of daily task]
- [Responsibility 3: Detailed description of daily task]
- [Responsibility 4: Detailed description of daily task]

During their tenure, [Employee Name] has demonstrated a high level of proficiency in [Specific Skill or Tool]. Their work has been essential to the operations of our [Department Name] department.

Should you require any further information or verification, please do not hesitate to contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]
[Phone Number]
[Email Address]
[Company Address]