

[Company Letterhead]

[Date]

To: [Embassy/Consulate Name]

[Visa Section Address]

[City, Country]

Subject: Employment Verification for [Employee Full Name]

Dear Visa Officer,

This letter is to confirm that **[Employee Full Name]** is employed with **[Company Name]**.
Below are the details regarding their employment:

- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Current Annual Salary:** [Amount and Currency]
- **Employment Status:** [Full-time/Part-time]

We are aware that [Employee Name] is applying for a tourist visa to visit [Country Name] from [Start Date of Trip] to [End Date of Trip]. We have approved their leave of absence for this duration.

We expect [Employee Name] to return to their position at our company on [Date of Return].

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

Sincerely,

[Signature]

[Name of Signatory]

[Title/Position]

[Company Name]