

[Company Letterhead]

[Date]

To: [Consulate/Embassy Name]

[Consulate Address]

**Subject: Expedited Employment Verification for Emergency Visa Application - [Employee Full Name]**

To the Honorable Consular Officer,

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

- **Job Title:** [Job Title]
- **Employment Status:** [Full-time/Part-time]
- **Start Date:** [Date]
- **Current Salary:** [Amount] per [Year/Month]

We are aware that [Employee Name] is applying for an emergency visa due to [Briefly State Reason: e.g., Urgent Business Requirement / Medical Emergency / Family Emergency]. We respectfully request that you expedite the processing of this visa application to allow [Employee Name] to travel by [Target Date].

[Company Name] confirms that [Employee Name] is expected to return to their position in [City, Country] upon completion of their travel.

Please contact us at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]