

[Date]

[Consulate/Embassy Name]

[Visa Section Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

To the Honorable Consul,

This letter is to formally verify the employment of [Employee Full Name] with [Company Name]. [Employee Name] recently joined our organization on [Start Date] and is currently employed as a [Job Title].

As a requirement of this role, [Employee Name] is being relocated to our office located in [Destination City, Country]. This transfer is a permanent/long-term assignment, and their presence is required at the new location starting [Relocation Date].

The details of their employment are as follows:

- **Employment Status:** Full-time
- **Annual Salary:** [Amount] [Currency]
- **Primary Responsibilities:** [Brief 1-sentence description of duties]

[Company Name] will provide financial support for the relocation process, including [mention travel/housing/moving costs if applicable]. We confirm that [Employee Name] is a valued member of our team and we fully support their visa application for this relocation.

If you require any further information or documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]

[Company Address]