

[Date]

To Whom It May Concern,
[Embassy/Consulate/Immigration Authority Name]
[Address]

Subject: Employment Verification for Internal Transfer - [Employee Name]

Dear Sir/Madam,

This letter is to confirm that **[Employee Name]** is a full-time employee of **[Current Company Entity Name]**. We are submitting this letter to support their work visa application for an internal transfer to our office in **[Destination Country]**.

Current Employment Details:

- **Current Job Title:** [Current Position]
- **Employment Start Date:** [Start Date]
- **Current Salary:** [Amount and Currency]

Transfer Details:

The employee has been offered an internal transfer to the position of **[New Job Title]** at **[Receiving Company Entity Name]** located in **[City, Destination Country]**. This transfer is scheduled to begin on **[Proposed Start Date]**.

New Role Responsibilities:

[Briefly describe 2-3 key job duties].

Compensation in Destination Country:

- **Annual Salary:** [Amount and Currency]
- **Allowances:** [If applicable, e.g., Housing, Relocation]

We confirm that **[Employee Name]** possesses the specialized knowledge and experience required for this internal role. **[Company Name]** will be responsible for the employee's compensation and welfare during their assignment.

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

Sincerely,

[Signature]
[Name of Authorized Signatory]

[Job Title]
[Company Name]