

[Company Letterhead]

[Date]

To,  
The Visa Officer,  
[Consulate/Embassy Name],  
[City, Country]

**Subject: Employment Verification and Support for Visa Application**

Dear Sir/Madam,

This letter is to certify that [Employee Full Name], holder of passport number [Passport Number], is currently employed with [Company Name] as a [Job Title] on a temporary/contract basis.

Mr./Ms. [Employee Last Name] began his/her employment with us on [Start Date]. His/her current contract is scheduled to continue until [Contract End Date]. He/she receives a monthly/annual salary of [Salary Amount] [Currency].

The purpose of this letter is to support his/her application for a [Visa Type, e.g., Tourist/Business] visa to visit [Destination Country] from [Departure Date] to [Return Date].

[Company Name] has approved his/her leave for this period. We expect [Employee Full Name] to return to his/her duties at our office on [Date of Return to Work].

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

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Job Title]  
[Company Name]