

[Company Letterhead]

[Date]

To,
The Visa Officer,
[Embassy/Consulate Name],
[Address]

Subject: Employment Verification and Return to Work Guarantee for [Employee Full Name]

Dear Sir/Madam,

This letter is to confirm that **[Employee Full Name]** is a full-time employee at **[Company Name]**. He/She has been employed with us since **[Start Date]** and currently holds the position of **[Job Title]**.

His/Her current annual salary is **[Salary Amount]**.

The management has approved **[Employee Name]**'s leave of absence from **[Start Date of Trip]** to **[End Date of Trip]** for the purpose of visiting **[Country Name]**.

We wish to guarantee that **[Employee Name]**'s employment is secure and will continue upon his/her return. He/She is expected to report back to his/her duties on **[Date of Return to Office]**.

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

Sincerely,

[Signature]
[Full Name of Manager/HR Representative]
[Job Title]
[Company Name]
[Company Stamp]