

[Company Letterhead]

[Current Date]

To: [Consulate/Embassy Name]  
[Address of Consulate/Embassy]  
[City, State, Zip Code]

**Subject: Employment Verification for [Employee Full Name]**

To Whom It May Concern,

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

- **Job Title:** [Job Title]
- **Employment Status:** [Full-time / Part-time]
- **Employment Start Date:** [Start Date]
- **Annual Salary:** [Salary Amount and Currency]
- **Primary Work Location:** [City, State/Country]

In their role as [Job Title], [Employee Name] is responsible for [Brief Description of Main Duties].

This letter is issued to support [Employee Name]'s application for [Visa Type, e.g., H1-B, L1, B1] sponsorship. [Company Name] confirms our intention to continue their employment and support their visa status as required by law.

If you require any further information or documentation, please do not hesitate to contact our HR department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]  
[Printed Name]  
[Title/Position]  
[Company Name]