

[Company Letterhead]

[Date]

U.S. Citizenship and Immigration Services
[Address of Department/Embassy]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to verify the employment of [Employee Name] with [Company Name]. [Employee Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

Employment Details:

- **Status:** [Full-time / Part-time]
- **Annual Salary:** \$[Amount] per year
- **Job Duties:** [Briefly describe primary responsibilities]

This employment is [Permanent / Contract-based]. We confirm that [Employee Name] is an employee in good standing.

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

Sincerely,

[Signature]
[Printed Name]
[Job Title]
[Company Name]