

[Date]

[Company Name]  
[Company Address]  
[City, State, Zip Code]

To the [Immigration Authority Name],

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

Dear Immigration Officer,

This letter is to confirm the employment of [Employee Full Name] with [Company Name]. This information is provided to support their application for Permanent Residency.

**Employment Details:**

- **Job Title:** [Current Position]
- **Employment Start Date:** [Start Date]
- **Employment Status:** Full-time, Permanent
- **Annual Salary:** [Amount] [Currency] per year
- **Work Location:** [City, State]

**Job Duties and Responsibilities:**

[Employee Name] is responsible for the following duties:

- [List duty 1]
- [List duty 2]
- [List duty 3]

We confirm that [Employee Name] is an employee in good standing, and we intend to continue their employment on a permanent basis upon the granting of their Permanent Residency status.

If you require any further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

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