

[Date]

U.S. Citizenship and Immigration Services
[Service Center Address]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to confirm that [Employee Full Name] is employed with [Company Name] on a full-time basis. We are currently sponsoring [him/her] for permanent residence (a Green Card) in the United States.

Current Employment Details:

- **Job Title:** [Current Title]
- **Employment Start Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Hour]

Offered Position for Permanent Residence:

Upon the approval of [Employee Full Name]'s permanent residence application, [Company Name] intends to continue employing [him/her] in the position of [Job Title]. This is a permanent, full-time position.

Job Duties:

[Insert a brief 3-5 sentence description of the specific job duties and responsibilities here.]

Minimum Requirements:

The minimum requirements for this position are [Degree Level] in [Field of Study] and [Number] years of experience in [Specific Field].

We confirm that [Employee Full Name] possesses the necessary qualifications and experience for this role. We look forward to [his/her] continued contributions to our team.

Please contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

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