

[Company Letterhead]

[Date]

To Whom It May Concern,

[U.S. Citizenship and Immigration Services / Embassy / Consulate Name]

[Address]

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

Dear Sir/Madam,

This letter is to formally verify the employment of [Employee Full Name] with [Company Name].

**Employee Details:**

Full Name: [Employee Full Name]

Date of Birth: [MM/DD/YYYY]

Nationality: [Country of Citizenship]

Passport Number: [Number]

**Employment Details:**

Job Title: [Job Title]

Employment Start Date: [MM/DD/YYYY]

Employment Status: [Full-time / Part-time]

Current Annual Salary: [Amount and Currency]

Work Location: [City, State/Province, Country]

**Job Duties:**

[Briefly describe the employee's primary responsibilities and specialized skills].

[Optional: If for visa sponsorship] [Company Name] confirms that we are currently sponsoring [Employee Name] for their [Visa Type, e.g., H-1B, L-1] status. We intend to continue their employment under these terms.

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

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]