

[Company Letterhead]

[Current Date]

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

RE: Employment Verification in Support of [Employee Full Name]

To Whom It May Concern,

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

[Employee Full Name] has been employed with our company since [Start Date]. They currently hold the position of [Job Title]. This is a [Full-time / Part-time] permanent position, requiring a minimum of [Number] hours per week.

In this role, the employee's primary duties include:
[List 3-5 main job responsibilities].

Currently, [Employee Full Name] receives an annual salary of \$[Amount], paid on a [Weekly / Bi-weekly / Monthly] basis.

We highly value [Employee Full Name]'s contributions to our team and confirm that they are an employee in good standing. Should you require any further information, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

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