

[Company Letterhead]

[Current Date]

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

Re: Employment Verification and Support for L-1 Visa Petition

Petitioner: [US Company Name]

Beneficiary: [Employee Name]

To Whom It May Concern,

This letter is to verify the employment of [Employee Name] and to support the petition for an Intracompany Transferee (L-1) visa. [Employee Name] is currently employed by our foreign affiliate, [Foreign Company Name], located in [City, Country].

Foreign Employment History:

[Employee Name] has been employed with [Foreign Company Name] since [Start Date]. For at least one continuous year within the preceding three years, the beneficiary has served in a [Managerial / Executive / Specialized Knowledge] capacity as [Foreign Job Title]. In this role, the beneficiary was responsible for: [Briefly list 2-3 key duties].

Proposed U.S. Employment:

[US Company Name] intends to transfer [Employee Name] to our office in [City, State] to serve as [US Job Title]. This position is [Managerial / Executive / Specialized Knowledge] in nature. In this capacity, the beneficiary will be responsible for the following duties:

- [Duty 1]
- [Duty 2]
- [Duty 3]

Terms of Employment:

This is a full-time position with an annual salary of \$[Amount], plus [mention benefits if applicable]. We anticipate the duration of this assignment to be [Number of years] years.

Qualifying Relationship:

[US Company Name] is a [Parent / Subsidiary / Affiliate / Branch] of [Foreign Company Name]. Both entities continue to be actively engaged in doing business.

We respectfully request your approval of this petition. Should you require any additional information, please contact me at [Phone Number] or [Email Address].

Sincerely,

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