

[Company Letterhead]

[Date]

U.S. Embassy / Consular Section
[City, Country of Consulate]

RE: Employment Verification for [Employee Name]

To the Honorable Consular Officer,

This letter is to verify the employment of [Employee Name] with [Company Name]. [Employee Name] has been employed with us since [Start Date] in the position of [Job Title].

Terms of Employment:

- **Employment Status:** [Full-time / Part-time]
- **Annual Salary:** \$[Amount] per year
- **Job Duties:** [Briefly describe primary responsibilities]

We wish to confirm that [Employee Name]'s employment is permanent and ongoing. We fully support their application for [Type of Visa, e.g., Immigrant Visa / H-1B] and look forward to their continued contribution to our company.

If 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]