

[Company Letterhead]

[Date]

To Whom It May Concern,  
U.S. Citizenship and Immigration Services

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

Dear Immigration Officer,

This letter is to formally confirm that **[Employee Full Name]** is currently employed with **[Company Name]**.

Please find the employment details listed below:

- **Job Title:** [Job Title/Position]
- **Employment Status:** [Full-time/Part-time]
- **Employment Start Date:** [Start Date]
- **Current Annual Salary:** \$[Amount] per year
- **Job Duties:** [Brief 1-2 sentence description of primary responsibilities]

This position is of a permanent nature, and we expect [Employee Name]'s employment to continue indefinitely.

If you require any further information or documentation, please do not hesitate to contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title of Signatory]

[Company Name]