

[Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Address of Embassy/Consulate]

[City, Country]

Subject: Employment Verification for [Employee's Full Name]

To the Honorable Consul,

This letter is to confirm that **[Employee's Full Name]** is currently employed with **[Company Name]**. Below are the details regarding their employment:

- **Job Title:** [Job Title]
- **Employment Start Date:** [Date]
- **Current Salary:** [Amount and Currency] per [Year/Month]
- **Employment Status:** [Full-time/Part-time/Permanent]

The purpose of this letter is to support the visa application of [Employee's Name] for their upcoming travel to [Destination Country]. [Company Name] has approved their leave of absence from [Start Date] to [End Date].

We expect [Employee's Name] to return to their position at our company on [Date of Return].

Should you require any further information, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Supervisor/HR Manager]

[Job Title]

[Company Name]