

[Company Letterhead]

[Date]

To: [U.S. Citizenship and Immigration Services / Relevant Embassy or Consulate]
Re: Employment Verification for [Employee's Full Name]

To Whom It May Concern,

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

Employment Details:

- **Job Title:** [Position Title]
- **Employment Status:** [Full-time / Part-time]
- **Start Date:** [Date of Hire]
- **Annual Salary:** [Amount in USD] per year
- **Job Duties:** [Briefly describe 2-3 primary responsibilities]

[Employee's Name] is currently an employee in good standing. We expect this employment to continue indefinitely.

If you require any further information or have additional questions regarding [Employee's Name]'s employment, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]