

[Company Letterhead]

[Current Date]

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

Subject: Verification of Employment for [Employee Full Name]

Dear Immigration Officer,

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

Mr./Ms. [Employee Last Name] is/was employed with our company during the following period(s):

- **Start Date:** [Month, Day, Year]
- **End Date:** [Month, Day, Year / "Present" if currently employed]
- **Job Title:** [Current/Last Position Held]
- **Employment Status:** [Full-time / Part-time]

During this tenure, the employee's primary duties included:

- [Brief description of duty 1]
- [Brief description of duty 2]
- [Brief description of duty 3]

If you require any further information or additional documentation regarding this employment verification, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]