

[Company Letterhead/Logo]

[Current Date]

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

Subject: Employment and Job Duties Verification for [Employee Full Name]

Dear Immigration Officer,

This letter is to verify the employment of [Employee Full Name] with [Company Name]. [Employee Name] has been employed with us on a [Full-time/Part-time] basis since [Start Date] in the position of [Job Title].

Currently, [Employee Name] receives an annual salary of \$[Amount] and works [Number] hours per week. His/Her primary duties and responsibilities are as follows:

- [Detailed duty 1: e.g., Analyze and design complex software systems using Java.]
- [Detailed duty 2: e.g., Manage a team of five junior marketing associates.]
- [Detailed duty 3: e.g., Prepare financial statements and conduct internal audits.]
- [Detailed duty 4: e.g., Coordinate with international vendors to optimize supply chains.]

The performance of these duties requires a minimum of a [Bachelor's/Master's] degree in [Specific Field of Study] or a related field.

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

Sincerely,

[Signature]

[Typed Name of Supervisor or HR Representative]

[Title]

[Company Name]