

[Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Address line 1]

[Address line 2]

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

To the Honorable Consular Officer,

This letter is to confirm that [Employee Full Name] is employed by [Company Name] on a [Full-time/Part-time] basis. [Employee Name] has been with the company since [Start Date] and currently holds the position of [Job Title].

In this capacity, the employee is responsible for the following detailed duties:

- [Duty 1: Description of primary responsibility]
- [Duty 2: Description of technical or specialized task]
- [Duty 3: Description of project management or supervisory role]
- [Duty 4: Description of analytical or administrative function]
- [Duty 5: Description of specific tools, software, or methodologies used]

The employee's current annual salary is [Amount] and their work schedule consists of [Number] hours per week. [Employee Name] requires this visa to [Reason for travel: e.g., perform duties at our branch office, attend specialized training, or maintain work authorization].

We kindly request that you grant the necessary visa to allow [Employee Name] to fulfill these professional obligations. Should you require any further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Supervisor or HR Manager]

[Title]

[Company Name]