

[Company Letterhead]

[Date]

To Whom It May Concern,
U.S. Citizenship and Immigration Services (or relevant Embassy/Consulate)

Subject: Verification of Full-Time Employment for [Employee Full Name]

Dear Immigration Officer,

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

[Employee Full Name] has been employed with us on a full-time basis since [Start Date]. They currently hold the position of [Job Title]. Their primary duties and responsibilities include [briefly list 2-3 main job functions].

The details of their current employment terms are as follows:

- **Employment Status:** Full-Time (Regular)
- **Current Salary:** [Amount] per [Year/Hour]
- **Work Location:** [Physical Work Address]
- **Average Hours Per Week:** [Number of Hours, e.g., 40]

[Employee Full Name]'s employment is in good standing, and we anticipate their continued employment with our organization.

Should you require any further information or documentation regarding [Employee Name]'s employment status, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]