

[Current Date]

To,
United States Citizenship and Immigration Services (USCIS)
[Or specific Consulate/Embassy Address]

Subject: Employment Verification for [Employee's Full Name]

To Whom It May Concern,

This letter is to formally confirm that **[Employee's Full Name]** is employed by **[Company Name]**. Please find the employment details required for their visa/immigration application below:

Employee Name: [Employee's Full Name]

Job Title: [Official Job Title]

Employment Status: [Full-time / Part-time / Contract]

Employment Start Date: [Start Date]

Current Annual Salary: [Salary Amount and Currency]

Work Location: [City, State/Province, Country]

Job Duties:

[Briefly list 3-4 primary responsibilities of the role].

We confirm that [Employee's Name] is an employee in good standing. This employment is [Permanent / For a fixed term ending on Date].

Should you require any additional information or verification, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Person Signing]

[Job Title of Person Signing]

[Company Name]

[Company Address]