[Your Company’s Letterhead]

[Your Company’s Name]

[Your Company’s Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Consular Officer/Recipient's Name],

Subject: Confirmation of Employment

I am writing to confirm the employment of [Employee's Full Name], who has been a valued member of our team at [Your Company’s Name] since [Employee's Start Date]. [He/She/They] currently holds the position of [Employee’s Job Title] in the [Department Name], and is employed on a [full-time/part-time] basis.

[Employee's Full Name] is a dedicated employee and has significantly contributed to our projects in [briefly describe employee's contributions and role, if relevant]. [His/Her/Their] current salary is [Employee’s Salary], and [he/she/they] enjoys a range of benefits as part of [his/her/their] employment.

The purpose of this letter is to support [Employee's Full Name]’s visa application as [he/she/they] plans to travel to [Destination] for [brief description of the reason for the trip, e.g., business meetings, conferences, or training], from [Start Date] to [End Date].

If you require any further information or specific details, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company’s Name]

[Your Signature (if sending a hard copy)]

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Feel free to customize this letter as needed!