

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Immigration Reference for Employment Verification

Dear [Recipient Name],

I am writing to verify the employment of [Employee's Full Name], who has applied for a position at [Company Name]. I have known [Employee's Name] for [duration] and can attest to their skills and character.

[Employee's Name] has held the position of [Job Title] at [Current/Previous Employer] from [Start Date] to [End Date]. During this time, they demonstrated [mention key skills, experiences, or accomplishments].

I highly recommend [Employee's Name] for the position at your organization as their background aligns perfectly with the requirements of the job. They are committed, responsible, and a valuable asset to any team.

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

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]