

# Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm the employment of **[Employee Name]** with **[Company/Embassy Name]**. **[Employee Name]** has been employed with us since **[Start Date]** in the capacity of **[Job Title]**.

As part of our team, **[Employee Name]** has proven to be a valuable asset, contributing to the goals and objectives of our organization. This position entails responsibilities including **[List Key Responsibilities]**.

Should you require any further information, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Embassy Name]

[Contact Information]