

Letter of Employment Credentials

Date: [Insert Date]

[Embassy Name]

[Embassy Address]

[City, Postal Code]

Dear Sir/Madam,

This letter serves to confirm the employment credentials of [Employee's Name], who is currently employed with [Company Name] as a [Job Title]. [Employee's Name] has been with our organization since [Start Date] and holds a position of significant responsibility.

Details of Employment:

- **Employee Name:** [Employee's Name]
- **Job Title:** [Job Title]
- **Department:** [Department]
- **Employment Start Date:** [Start Date]
- **Annual Salary:** [Salary]
- **Employment Status:** [Full-time/Part-time]

[Employee's Name] is a valuable member of our team and is authorized to represent our organization in matters related to [specific purpose, if applicable]. Should you require any further information or confirmation, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postal Code]

[Phone Number]

[Email Address]