

# Employment Verification Letter

Date: [Insert Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to certify that [Employee's Full Name] has been employed with [Company/Organization Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title].

As an employee of [Company/Organization Name], [Employee's Name] is responsible for [brief description of job responsibilities]. [He/She/They] is a valuable member of our team, contributing [specific contributions or skills].

[Employee's Name] works [full-time/part-time] and is expected to continue working with us for the foreseeable future. [He/She/They] earns [salary or hourly rate].

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]