

# Employment Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify that [Employee Name], holding the position of [Job Title], has been employed with [Embassy Name] since [Start Date]. [Employee Name] is currently employed on a [Full-Time/Part-Time] basis.

During their employment, [Employee Name] has been responsible for the following duties:

- [Duty/Responsibility 1]
- [Duty/Responsibility 2]
- [Duty/Responsibility 3]

If you require any further information, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]  
[Your Job Title]  
[Embassy Name]  
[Embassy Address]  
[Phone Number]  
[Email Address]