

# Job Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name], holding the position of [Employee's Position], has been employed with [Company's Name] since [Start Date] and is currently working with us on a contract basis.

[Employee's Full Name] is involved in [brief description of job responsibilities] and is a valued member of our team.

We kindly request that the embassy provide [Employee's Full Name] with any assistance required regarding [his/her] visa application or any other related matters.

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

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[Company's Name]

[Company's Address]

[Phone Number]

[Email Address]