

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally verify the employment of **[Employee's Name]**, who has been employed with us at **[Company Name]** since **[Start Date]**. The employee holds the position of **[Job Title]**.

During their time with us, **[Employee's Name]** has demonstrated exceptional skills in **[specific skills or contributions]**. Their current salary is **[Salary Amount]**.

We confirm that **[Employee's Name]** is a valuable member of our team and is authorized to represent us in matters related to their employment.

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

Sincerely,

**[Your Name]**

**[Your Job Title]**

**[Company Name]**

**[Company Address]**

**[City, State, Zip Code]**