

Confirmation of Employment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Your Company Name] as a [Job Title] since [Start Date]. [He/She/They] currently works [full-time/part-time] and is a valued member of our team.

[Employee's Name] is responsible for [brief description of job responsibilities]. [His/Her/Their] annual salary is [Salary Amount].

This confirmation is provided upon the employee's request for the purpose of visa issuance.

If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]