

Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Full Name], holding the position of [Job Title], is employed with [Company Name] since [Start Date]. [He/She/They] works on a [full-time/part-time] basis, contributing [his/her/their] skills and expertise in [briefly describe job responsibilities or department].

For the purpose of immigration, we affirm that [Employee's Name] is a valuable member of our team and [his/her/their] employment with us is ongoing. If you require any further information or verification, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]