

# Work Visa Reference Letter

Date:

To Whom It May Concern,

I am writing to confirm that  
(name of employee)  
has been employed at  
(company/organization name)  
since  
(start date).

During their employment,  
has held the position of  
(job title)  
and is currently working (full-time/part-time).

Their duties include:

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I can confirm that is a valued employee and their conduct has been exemplary. This letter is issued in support of their application for a work visa.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

(Name)  
(Title/Position)  
(Company/Organization)  
(Contact Information)