

[Company Letterhead]

Date:

To Whom It May Concern,

This letter is to confirm the employment of , who is employed with as a .

has been employed with our company since , and currently holds the position of . His/Her current annual salary is .

This verification is being provided upon the request of our employee for the purpose of supporting a visa application.

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

Sincerely,

Phone:

Email: