
HR Letter for Visa

[Company Letterhead]

[Date]

[Visa Officer's Name/Consulate Name]

[Embassy/Consulate Name]

[Embassy Address]

Subject: Employment Verification for Visa Application of [Employee Name]

Dear [Visa Officer's Name/Consulate Name],

I am writing on behalf of [Company Name] to confirm the employment details of [employee's name], who is applying for a [type of visa] for [purpose, e.g., attending a business meeting, training, etc.] in [country name].

Employee Details:

- **Name:** [Employee's Full Name]
- **Position:** [Job Title]
- **Employment Type:** [Full-time/Part-time/Contract]
- **Department:** [Department Name]
- **Start Date:** [Date of Joining]
- **Salary:** [Amount per month/year]

Purpose of Travel:

[Employee's name] has been a dedicated member of our team and has been requested to travel to [country name] to [state specific purpose, e.g., attend a series of business

meetings with potential clients, participate in training sessions, conduct market research, etc.]. This travel is essential for [Company Name]'s business development and international expansion efforts.

Additional Information:

[Employee's name] will bear all necessary expenses related to their stay, including accommodation, transportation, and personal expenses, which will be covered either by the employee or by [Company Name]. The intended duration of stay is from [start date] to [end date].

Please do not hesitate to contact me for any additional information or clarification regarding [employee's name]'s employment and the purpose of their travel.

Sincerely,

[HR Manager's Name]

HR Manager

[Company Name]

[Contact Information]