Letter of Employment for Visa

**[Company’s Letterhead]  
[Date]**

**Consulate/Embassy of [Country Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]**

**Re: Verification of Employment for Visa Application**

**Dear Sir/Madam,**

**We are providing this letter to support the visa application of our employee, [Employee's Name]. [He/She/They] has been employed with us since [Start Date] as a [Job Title]. This letter is to affirm that [Employee's Name] is traveling to [Destination] for [Reason for Travel] related to their job duties at [Company Name].**

**Employment Details:**

* **Job Position: [Job Title]**
* **Type of Employment: Full-time**
* **Annual Income: $[Annual Income]**
* **Contact Information: [Your Contact Information]**

**We confirm that during their travel, [Employee's Name] will remain employed with us and will be financially compensated as usual. We request all possible assistance for them during the visa application process.**

**Sincerely,**

**[Your Name]  
[Your Position]  
[Contact Phone]  
[Contact Email]**