

[Company Letterhead]

[Date]

[Recipient Name/Embassy/Immigration Authority]

[Address]

[City, Country]

Subject: Employment Guarantee Letter for [Employee Full Name]

Dear Sir/Madam,

This letter is to confirm that [Company Name] officially employs [Employee Full Name], a [Nationality] national holding passport number [Passport Number], as the Branch Manager for our [Specific Branch Name/Location] office.

As the Branch Manager, [Employee Full Name] is responsible for overseeing all banking operations, financial reporting, and regulatory compliance at this location. His/Her employment commenced on [Start Date] under an [Indefinite/Fixed-term] contract.

We hereby guarantee that [Company Name] shall be responsible for the following:

- Payment of a monthly gross salary of [Amount and Currency].
- Provision of comprehensive health insurance and professional indemnity coverage.
- The cost of repatriation to [Home Country] upon the expiration or termination of the employment contract.
- Ensuring the employee's full compliance with all local labor laws and residency regulations.

We further guarantee that [Employee Full Name] is a person of good standing and possesses the necessary professional expertise to manage our branch operations effectively.

Should you require any further information, please do not hesitate to contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]