

[Company Letterhead]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Country]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name/Embassy/Consulate]  
[Organization Name]  
[Address]

**Subject: Employment History Verification for [Employee Full Name]**

To Whom It May Concern,

This letter is to formally verify the employment history of [Employee Full Name] with [Company Name]. This information is provided for the purpose of [International Placement/Visa Application/Work Permit].

Our records confirm the following details regarding their employment:

- **Job Title:** [Current/Last Position Held]
- **Employment Dates:** From [Start Date] to [End Date/Present]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Annual Salary:** [Amount and Currency]
- **Key Responsibilities:** [Briefly list 2-3 main duties]

[Employee Name] has maintained a record of [satisfactory/exemplary] performance during their tenure with us. We have no objection to their application for international placement.

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

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Job Title]  
[Company Stamp/Seal]