

[Company Letterhead]

[Date]

[To Whom It May Concern / Name of Immigration Authority]
[Address of Relevant Department]

Subject: Employment and Work Authorization Verification for [Employee Name]

Dear Sir/Madam,

This letter is to confirm that **[Employee Name]** is currently employed with **[Company Name]** in the position of **[Job Title]**. [He/She] has been employed with us since **[Start Date]**.

We are aware that [Employee Name] holds a **[Type of Dependent Visa, e.g., H-4 / L-2]** visa. We have verified that [he/she] possesses a valid Employment Authorization Document (EAD) with the following details:

- **EAD Card Number:** [Number]
- **Validity Period:** [Start Date] to [End Date]

Our records confirm that [Employee Name] is authorized to work in the United States under their current visa status and valid EAD. [His/Her] current annual salary is **[Amount]**, and [he/she] works on a **[Full-time / Part-time]** basis.

This verification is provided for the purpose of [State Purpose, e.g., Visa Extension / Status Change]. Please feel free to contact our Human Resources department at [Phone Number] or [Email Address] should you require any further information.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]