

[Date]

To: [Name of Recipient or Government Agency]
From: [Employer Name / Human Resources Department]
Subject: Employment and Work Authorization Verification

Dear [Recipient Name or To Whom It May Concern],

This letter is to confirm that [Employee Full Name] is currently employed by [Company Name] in the position of [Job Title].

We wish to verify that [Employee Name] is authorized to work in the United States as a foreign national under the following status:

- **Visa Category / Status:** [e.g., H-1B, L-1, O-1, F-1 OPT]
- **Form I-94 Admission Number:** [Number]
- **Work Authorization Expiration Date:** [Date]
- **Employment Start Date:** [Date]

[Employee Name] is currently in good standing and performs [his/her/their] duties at our offices located at [Office Address]. [Optional: Provide a brief description of duties].

Should you require any further documentation or information regarding [Employee Name]'s employment or authorization status, please do not hesitate to contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

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