

[Date]

[Recipient Name/Consulate/Embassy Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to confirm that **[Employee Full Name]** is currently employed by **[Company Name]** on a temporary basis under a **[Visa Type, e.g., H-1B, H-2B, TN]** visa.

Employment Details:

- **Job Title:** [Position Name]
- **Employment Start Date:** [Start Date]
- **Employment End Date:** [End Date/Visa Expiration Date]
- **Current Salary:** [Amount] per [Year/Hour]
- **Work Location:** [City, State]

In his/her capacity as **[Job Title]**, [Employee Name] is responsible for [Brief Description of Duties]. We confirm that his/her employment is in good standing and is consistent with the terms and conditions set forth in the approved labor certification and visa petition.

Please feel free to contact us at [Phone Number] or [Email Address] should you require any further information or documentation regarding this matter.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]