

<Date>

**TO WHOMSOEVER IT MAY CONCERN**

**Sub : Proof of Employment**

This letter is to affirm that <Mr./Ms. Your Name> is an employee of <Your company's Name> since <Month and year of Joining>, as a <Designation>. <He/She> has been working in a project with <Client's Name and Address> since <Date of Start with present client>.

<His/Her> gross annual compensation is \$<Annual Income>.

<Mr./Ms. Your name>'s current residential address is:  
<Your address>

This letter is issued to facilitate travel of his/her father(-in-law), <Name> and mother(-in-law), <Name> to visit him/her in the United States in the following month

Should you have any questions, please feel free to call me at <Human Resources – Phone Number>, or e-mail me at <Human Resources email>.

Sincerely,

<HR – Name>  
Manager- Human Resources

