HR Letter Form for Embassy

**[Your Company Letterhead]**

**Date: [Insert Date]**

**To Whom It May Concern,**

**Subject:** Verification of Employment and Travel Support for [Employee's Full Name]

We are writing this letter on behalf of [Employee's Full Name], who is currently employed with [Company Name] as a [Employee's Job Title] since [Employee's Start Date]. [Company Name] is a [Brief Description of the Company] located at [Company Address].

**Employee Details:**

* Full Name: [Employee's Full Name]
* Job Title: [Employee's Job Title]
* Employee ID: [Employee's ID Number]
* Department: [Employee's Department]
* Date of Employment: [Employee's Start Date]
* Contact Information: [Employee's Work Phone Number], [Employee's Work Email]

**Purpose of Travel:**

[Employee's Full Name] is planning to travel to [Destination Country] for the purpose of [Specify Purpose: business meetings, conference, training, etc.]. This travel is [essential/non-essential] to [Employee's Full Name]'s role and responsibilities at [Company Name], and is fully supported and sponsored by our organization.

**Duration of Stay:**

* Departure Date: [Planned Departure Date]
* Return Date: [Planned Return Date]
* Total Duration of Stay: [Total Number of Days] days

**Supporting Details:**

* Address in Destination Country: [Address Where Employee Will Stay]
* Contact Number during Stay: [Employee's Contact Number in Destination Country]
* Financial Responsibility: [Specify who will bear the expenses of the trip, including accommodation, travel, and daily expenses]

We hereby confirm that [Employee's Full Name] will be maintaining their employment with [Company Name] throughout the duration of their travel and is expected to return to their duties following the completion of their trip. We also assure that [Employee's Full Name] has the financial resources to support themselves during their stay and will adhere to the local laws and regulations of [Destination Country].

Please do not hesitate to contact us at [Your Contact Information] for any further verification or information required.

**Sincerely,**

[Your Signature]  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Company Phone Number]  
[Company Email Address]