

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]