

# HR Letter for Visa

[Company Letterhead]

[Date]

To Whom It May Concern,

**Subject: Employment Verification Letter for Visa Application**

We are writing this letter to support the visa application of our employee, [Employee's Full Name], who is employed with [Company Name] as a [Job Title] in the [Department Name] department. [Employee's Full Name] has been a valued member of our team since [Start Date], and we are providing this letter to verify the employment details required for the visa processing.

## **Employee Details:**

- Full Name: [Employee's Full Name]
- Employee ID: [Employee ID]
- Position: [Job Title]
- Department: [Department Name]
- Date of Employment: [Start Date]
- Type of Employment: Full-time

## **Employment and Salary Information:**

[Employee's Full Name] is employed on a full-time basis, working 40 hours per week. The annual gross salary for [Employee's Full Name] is [Annual Gross Salary] USD. This salary is paid on a [monthly/bi-weekly] basis via [Direct Deposit/Cheque].

## **Purpose of Travel:**

[Employee's Full Name] is planning to travel for [state the purpose of the travel – business, tourism, etc.] from [Date of Departure] to [Date of Return]. [Company Name] fully supports [Employee's Full Name]'s application for a visa for the stated travel dates.

**Company's Commitment:**

[Company Name] hereby certifies that [Employee's Full Name]'s position will remain open during the period of their travel, and we expect their return to continue employment with us upon completion of their trip. Additionally, [Company Name] has no objections to [Employee's Full Name]'s international travel and ensures that all travel expenses, including the return, will be covered.

**Contact Information:**

Should you require any further information regarding [Employee's Full Name]'s employment or salary details, please feel free to contact our Human Resources department at:

- Contact Person: [HR Manager's Name]
- Position: [HR Manager's Position]
- Phone Number: [Contact Number]
- Email Address: [HR Department's Email]

We kindly request your assistance in processing [Employee's Full Name]'s visa application in a timely manner to facilitate their planned travel.

Thank you for your attention to this matter.

**Sincerely,**

**[Signature]**

**[HR Manager's Name]**

**HR Manager**

[Company Name]

[Company Address]

[City, State, Zip]

[Company Contact Information]

**[Company Seal/Stamp (if applicable)]**