
Proof of Employment Letter for Visa

[Company Letterhead]

Date: [Insert Date]

To the Embassy/Consulate of [Country Name],

Subject: Employment Verification for Visa Application - [Employee Name]

I hereby confirm that [Employee Name], bearing passport number [Passport Number], is an employee of [Company Name], currently serving as [Job Title] since [Employment Start Date]. This letter is to support [his/her/their] visa application for travel to [Country Name].

[Employee Name] is on a [full-time/part-time] employment contract and is expected to return to [his/her/their] position following the conclusion of [his/her/their] trip.

[His/Her/Their] annual income is [Amount] USD, reflecting [his/her/their] financial stability.

We acknowledge [Employee Name]'s travel plans and have approved [his/her/their] leave from [Leave Start Date] to [Leave End Date].

For any additional verification, please contact me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]