

Employment Verification Letter

This has to be on Company Letterhead

PLACE, DATE

To

The U.S. Consulate General,
<U.S Consulate General Address>
XXXXXXXXXXXXXXXX

Employment Verification letter for **YOUR FULL NAME**

Dear Sir / Madam,

[Mr./ Ms. **YOUR FULL NAME**, holder of Passport Number : **XXXXX**, with employee number **Your employee ID/Number**, has been employed with **NAME** of the **COMPANY** since **START Date of Employment Date** as a full time employee. He/She is currently holding designation of **Title of you at Company** with annual salary of **YOUR SALARY** per year.

If you require any further information or clarification, please do not hesitate to contact us at **+1 XXXX** or send us an email at **Your Company HR Email ID**

Yours Faithfully,

Authorized Signatory

Title of the Person signing
Full Designation and Address

Company Seal / Stamp