

## Employment Verification Letter

[Company Letterhead]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

[Date]

U.S. Embassy/Consulate  
[City, Country]

Subject: Employment Verification Letter for [Employee Name]

To Whom It May Concern,

This is to certify that [Employee Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She] is currently working on a full-time basis and earns an annual salary of [Salary Amount].

[Employee Name] has requested leave from [Start Date] to [End Date] to visit the United States for tourism purposes. Please note that this leave has been approved by the company, and [Employee Name] is expected to resume work on [Return Date].

We affirm that [Employee Name] is a valued employee of our company and that [he/she] has strong ties to [Country Name], including [mention family, property, or other commitments, if applicable].

Should you require any additional information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,  
[Authorized Person's Name]  
[Designation]  
[Company Name]  
[Phone Number]  
[Email Address]