

**[Company Letterhead]**

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

**To Whom It May Concern,**

This letter is to formally confirm that **[Employee Name]**, holding the position of **[Job Title]** with **[Company Name]**, has been employed with us since **[Start Date]**. **[Employee Name]** is presently working on a full-time basis and continues to be an integral part of our team.

During their tenure, **[Employee Name]** has demonstrated exceptional skills in **[mention relevant skills or responsibilities]**. Their contributions have significantly impacted our organization, particularly in the areas of **[highlight specific contributions or projects]**.

**[Employee Name]** is of excellent character, demonstrates strong professional ethics, and consistently maintains a high standard of work. They are highly dependable, trustworthy, and interact positively with colleagues and clients alike.

This letter is provided upon **[Employee Name]**'s request to support their **[type of visa, e.g., work visa, skilled migration visa]** application. We fully support their application and have every confidence in their ability to positively contribute in the new environment.

Should you require any further information regarding **[Employee Name]**'s employment or qualifications, please do not hesitate to contact me directly at **[Contact Email/Phone]**.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Direct Contact Information]