

# Reference Letter Sample with Employment Verification for Immigration

[Company Letterhead]

[Date]

To Whom It May Concern,

This letter is to confirm that [Employee Name] has been employed with [Company Name] as a [Job Title] from [Start Date] to [End Date or "present"].

During their tenure with our company, [Employee Name] has demonstrated a high level of professionalism and dedication to their duties, which include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

[Employee Name] has worked a regular schedule of [Number of hours] hours per week and has received a salary of [Salary Amount and Currency] per [month/year]. Their employment status is [full-time/part-time/permanent/contract].

We confirm that [Employee Name] is a valued member of our team and has maintained a positive record throughout their employment. Should you require any further information or clarification, please feel free to contact us at [Contact Information].

Sincerely,

[Supervisor/Manager Name]

[Title]

[Company Name]

[Phone Number]

[Email Address]