

# Reference Letter for Employment Verification – Visa Application

[Company Letterhead]

[Date]

To Whom It May Concern,

This letter is to formally verify the employment of **[Applicant's Full Name]**, holding the position of **[Job Title]** at **[Company Name]**, located at **[Company Address]**.

**[Applicant's Full Name]** has been employed with our organization since **[Employment Start Date]** and is currently a valued member of our team. Their key responsibilities include:

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

As of the date of this letter, **[Applicant's Name]** is employed on a **[Full-Time/Part-Time/Permanent/Contract]** basis, with an annual salary of **[Salary Amount, including currency]**.

**[Applicant's Name]** has consistently demonstrated professionalism and dedication in their role. We fully support their application for a **[Type of Visa]** and confirm that this employment is genuine and ongoing.

Should you require any additional information or verification, please feel free to contact me at **[Supervisor/HR Contact Name]**, **[Contact Phone]**, or **[Contact Email]**.

Sincerely,

**[Your Name]**

**[Your Position/Title]**

**[Company Name]**

**[Company Contact Details]**