

<today's date>

American Consulate General, <place name>
<consulate address>

Re: Employment Verification for <sponsor's name>

Dear Sir or Madam:

This letter is to confirm that <sponsor's name> is employed with us since <employment start date> on full time basis as <designation>. His annual salary is <annual salary>/year.

Please feel free to contact us if your office should require any further information.

Sincerely,

<authorized person's signature>

<authorized person's name>

<authorized person's designation>

<company name>