

(Insert date)

U.S. Department of Homeland Security  
U.S. Citizenship & Immigration Services

Re: Employment Verification Letter

Dear Sir or Madam:

This letter is to confirm that **(Employee Name)** is presently employed by **(Company Name)**, in the position of **(Job Title)** on a full time basis. **(Employee Name)** commenced employment with the company on **(Start date)** and is presently paid **(\$....)** base salary per year.

**COMPANY NAME**

**INSERT SHORT BLURB ABOUT THE COMPANY. COMPANY NAME** currently employs over **#####** individuals and operates in several geographic areas including the Americas, Europe and Asia. In **2006**, **COMPANY NAME** enjoyed revenues of approximately **\$\$\$\$million**.

If you require any additional information, please do not hesitate to contact me.

Very truly yours,

(Name of Manager or Human Resources Rep)

(Job Title & Contact Details)