

# Company Confirmation Letter for Visa Application

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[Your Company's Name]

[Your Company's Address]

[City, State, Zip]

[Date]

To Whom It May Concern:

This letter confirms the employment of [Employee's Name], who holds the position of [Employee's Position] at [Your Company's Name], since [Employee's Start Date]. We are providing this letter in support of [Employee's Name]'s visa application for travel purposes.

[Employee's Name] is a valued employee, contributing significantly in [Brief Description of Employee's Role]. Their intended travel does not affect their employment status with us. For the purpose of the visa application, we confirm that [Employee's Name] earns an annual salary of [Employee's Annual Salary] and is expected to resume their duties upon return.

We support [Employee's Name]'s application for a visa and assure their commitment to rejoin our workforce post-travel.

For any further verification, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]