Date:*(January 1 20xx)*

Re: Employment verification for *(sponsor’s full name)*

To Whom It May Concern:

This letter is to confirm that *(sponsor’s full name)* has been employed with us since*(employment start date)*. *(sponsor’s full name)*is currently working with us as a*(sponsor’s job title)*. His/Her annual salary is *($00,000)*. This is a full-time position.

Please feel free to contact us if you need additional information or verification.

Sincerely,

*(Supervisor’s printed name)*

*(Supervisor’s title)*

*(Company name)*

Phone: *(company or supervisor’s phone number)*

Email: *(company or sponsor’s email address)*