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)*