# Letter Template

# employment confirmation LETTER

Date: 01 March 20XX

To,

{{ATTN}}

{{ADDRESS}}

{{POSTAL CODE}}

{{COUNTRY}}

**Subject:** Employment Confirmation Letter

To Whom It May Concern / Dear Mr., Mrs.,

We are in receipt of your request for employment verification for {{Employee Name}}, as it relates to his application for a temporary employment visa.

As the coordinator of our firm’s international internship program since {{Year}}, I can gladly provide you with the information you seek.

{{Employee Name}} recently graduated from college with a degree in {{Education}}. He applied and was accepted to our {{Program Name}} program through our branch office in his hometown of {{Location}}.

{{He/She}} hopes to complete the internship program for {{duration internship}} in {{Location}} and then seek permanent employment in our {{Location}} office. The internship will commence on {{Date}} and end on {{Date}}. {{His/Her}} activities while employed in the internship program would involve training and entry-level functions in our {{Departments}} departments.

We sincerely hope that {{Employee Name}} can obtain an employment visa and take advantage of this opportunity, which we feel will be greatly beneficial to both {{him/her}} and our firm.

If you have any questions or need any additional information, please contact me at {{Phone}} if I may provide you with additional information.

Yours sincerely,

{{NAME}}

{{Signature}}

{{Formal Name + Title}}