**Employment Verification Letter For Visa Format**

Date

Name

Title

Organization

Address

City, State Zip Code

**Dear Mr. /Ms. Last Name,**

**RE: Employment Verification Letter for Visa**

This is to verify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of visa applicant)has received a job offer with us \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of employer) as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (job title or capacity). He is slated to earn a gross pay of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (expected annual income)per annum with us.

Our bus riding company is based in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (physical address of the company or employer). Further to that, we have also undertaken to pay up his airfare to the United States.

Kindly let him in our country. Feel free to reach us on XXX-XXX-XXXX for any clarification if need be.

**Faithfully,**

**Your Name**

**(Designation)**