

SAMPLE EMPLOYMENT VERIFICATION LETTER (NIV)

Instructions for obtaining an employment verification letter

1. Letter should be typed on company letterhead.
2. Letter must be dated.
3. Letter must be signed and that person's title must be listed.
4. Letter must include the dates employed.
5. Letter must indicate the number of hours per week worked.
6. Letter must describe current job duties for position; be as detailed as possible.

SAMPLE EMPLOYMENT VERIFICATION LETTER
(Please have printed on company letterhead)

[date]

United States Embassy
Non-Immigrant Visa Unit

Re: Employment Verification for **[Beneficiary]**

Dear Sir/Madam:

This letter serves to confirm that **[Beneficiary]** remains currently employed with us on a full-time basis, pursuant to the terms of his/her approved visa petition. The duties and responsibilities of the job remain as described in our original letter accompanying the approved visa petition.

We look forward to the rapid re-admission of **[Beneficiary]** to the United States to resume employment with our company, and respectfully request that you kindly extend all due courtesies.

Please feel free to contact us if your office should require any further information. You may also contact our immigration counsel, Jackson & Hertogs LLP, at (415) 986-4559.

Sincerely,

[company representative's name]
[title]