



VISA SOLUTIONS

EMPLOYMENT VERIFICATION LETTER SAMPLE

**[COMPANY LOGO]
OR
[COMPANY NAME & ADDRESS]**

[Date]

Re: Verification of Employment for [Employee Name].

To Whom it May Concern,

Please accept this letter as confirmation that [Employee Name] has been employed with [Company Name*] as a [Employee Title] from / / to / / or – currently.
dd mm yyyy dd mm yyyy

*If employee has worked or is currently working through a labour broker or agency, both broker or agency & client needs to be mentioned.

Job description:

- i.e., type of trucks driven, make, model and tonnage, type of cargo
- Working hours per day or mileage/kilometers per month
- Day to day duties, i.e., load and unload the truck, truck maintenance, pre-trip inspection, etc.
- Something personal about the employee, i.e., hardworking, reliable, trustworthy

If you have any questions or require additional information, you can contact me at the provided information below.

Best Regards,

[Signature]

[Full Name, Surname & Job Title]

[Contact Number and Email Address]

(Company Stamp, if available)

Note: The EVL needs to be based on the jobs listed as per Perm Questionnaire and DS 260 submitted.

If you were employed by the company for less than 12 months, you must present additional EVL's so your work experience equals to a minimum of 12 months for the same job. If self-employed, a reference letter from clients can be accepted as per EVL format.