

[Your firm name and logo]

[Company legal name]

[Street address, city, state or province, postal code, country]

[Company phone] | [Company website]

[Date]

To: U.S. Citizenship and Immigration Services

Re: Employment experience of [Employee full legal name as on passport]

Dear Officer,

Employment and dates

[Company legal name] employed [Employee full legal name], also known at the company as [other names, if any], from [month/day/year] to [month/day/year or "present"].

Positions held

During this time [Employee first name] held the following positions: [Title 1], from [date] to [date]; [Title 2], from [date] to [date].

Hours

The position was [full time / part time], at [hours] hours per week.

Duties

In this role, [Employee first name] was responsible for: [duty, with the share of time spent]; [duty]; [duty]. [He / She / They] reported to [title] and supervised [number and type of staff, if any].

Skills and tools (optional)

The work required regular use of [tools, technologies or methods named in the job requirements].

Progression (optional)

Each promotion added responsibility: [describe how the scope grew from one title to the next].

Current pay (sponsor or interview use) (optional)

[Employee full legal name] is currently paid \$[amount] per [year / hour], [weekly / biweekly / monthly], and holds a [permanent / temporary] position.

Writer and verification

I am [Writer name], [Writer title], at the address above. I supervised [Employee first name] directly / I have access to the company's personnel records. You may reach me at [phone] or [email].

Sincerely,

[Writer name]

[Writer title]

[Company legal name]