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MONTH-DAY-YEAR

Subject: Verification of Employment in Afghanistan by/on behalf of the US Government of  
Mr./Ms. APPLICANT NAME

To Whom It May Concern,

I am writing to verify that the above mentioned individual was employed by ORGANIZATION NAME in the capacity of JOB TITLE in JOB LOCATION from START-DATE to END-DATE. Their employment ended when (INSERT REASON – E.G. PROJECT FINISHED, RESIGNED TO START ANOTHER JOB, etc).

Staff details:

Full name (as per passport): Applicant Name  
Date of Birth: Applicant DoB  
Badge Number: (if applicable): XXXXX  
Passport #Passport number  
Job title: Applicant Job title(s)  
Job location: Province/City

Mr./Ms APPLICANT NAME worked on the following US Government contracts:

#1 CONTRACT TITLE

Contract Number: XXXXX  
Prime contract holder organization/company (if applicable): XXXX  
US Government prime contract number (if applicable): XXXX  
Contract Period of Performance : MONTH/DAY/YEAR to MONTH/DAY/YEAR  
Contracting US Government Entity: GOVERNMENT ENTITY NAME (EG USAID, US ARMY, STATE DEPT, ETC)

Mr.Ms APPLICANT NAME's job responsibilities on the above mentioned contracts are as follows:

1. LIST JOB RESPONSIBILITIES

Yours faithfully,

HR DEPARTMENT REPRESENTATIVE FULL NAME  
ORGANIZATION NAME  
Email: (CORPORATE OR ALTERNATIVE IF NO LONGER WORKING WITH ORGANIZATION  
Phone: XXX YYY ZZZZ

This is an unofficial template and is not intended to substitute for reviewing the official requirements here:

<https://travel.state.gov/content/travel/en/us-visas/immigrate/special-immg-visa-afghans-employed-us-gov.html>

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