

Please download this document to your PC.
File >> Download >> Choose your preferred format.

[Company Letterhead or Logo]
[Company Name]
[Company Address]
[Company Phone Number]
[Official Company Email]

[Date]

Employment Verification for Visa/Immigration Purposes Letter

We confirm that [Employee's Full Name], bearing IC/Passport Number [XXXXXXXX], is employed by [Company Name]. This letter is issued upon request to support [his/her/their] visa or immigration application.

Please find the employment details below:

- Job Title: [Job Title]
- Department: [Department Name]
- Employment Type: [Full-time / Part-time / Contract]
- Start Date: [DD/MM/YYYY]
- End Date (if applicable): [DD/MM/YYYY or "Currently employed"]
- Monthly Salary (if requested): RM [XXXX.XX]
- Work Location: [Office Address]

[Employee's Name] is currently working with us and has been fulfilling [his/her/their] responsibilities in a satisfactory manner.

This letter is issued at the employee's request and may be used only for official purposes related to visa or immigration processing.

Should you need further information, please do not hesitate to contact our HR department at [Phone Number] or [Email Address].

Yours sincerely,
[Signature]
[Name of HR Personnel or Authorised Signatory]
[Designation]
[Company Stamp – if printed]

