

**[Print on Official Company Letterhead]**

**[DATE]**

U.S. Department of Homeland Security  
ADDRESS  
ADDRESS

RE: **[FORMER EMPLOYEE NAME]**

Dear Officer:

Please allow this letter to serve as confirmation that **[EMPLOYEE FULL NAME]** worked with **[COMPANY NAME]** in **[City, State, Country]** from **[MONTH/DAY/YEAR]** until **[MONTH/DAY/YEAR]**. During this time **[he/she]** was employed as a **[POSITION HELD]** working **[XXX]** hours per week. As **[POSITION HELD]**, at **[COMPANY NAME]**, I can attest to **[his/her]** duties during this period.

During **[EMPLOYEE FULL NAME]**'s years of employment, **[he/she]** performed the following duties:

- **List in detail specific duties related to the I-140 and ETA 9089**

If you require any additional information please contact me directly, at **(Insert Phone #)**.

Sincerely,

**[LETTER WRITER FULL NAME]**  
**[LETTER WRITER POSITION]**