

# Employment Reference Letter For Visa

---

**Diana Prince**  
**Director of Engineering**  
**Global Tech Innovations**  
**1234 Innovation Drive**  
**Tech City, Future State, 89012**  
**d.prince@globaltechinnovations.com**  
**(123) 456-7890**  
**April 4, 2024**

To Whom It May Concern:

I am writing on behalf of Alexander Hamilton, who has requested an employment reference letter to support his application for a visa. As the Director of Engineering at Global Tech Innovations, I have direct knowledge of Alexander Hamilton's employment status and qualifications.

Alexander Hamilton has been employed with us since January 2020 and currently holds the position of Senior Software Developer. During his tenure, he has demonstrated exceptional professionalism, reliability, and dedication to his duties. Alexander's responsibilities include leading our mobile development team, overseeing project lifecycle for our flagship products, and mentoring junior developers, playing a vital role in our team's success.

Alexander Hamilton is currently on a full-time, permanent contract with an annual salary of \$95,000, which affirms his financial stability. His position within our company is secure, and we anticipate his continued employment upon return from his travel.

Global Tech Innovations fully supports Alexander Hamilton's application for a visa. We understand the importance of this travel and have granted him leave from June 1, 2024, to July 1, 2024, to accommodate his plans. We expect Alexander Hamilton to resume his duties upon return.

Please feel free to contact me at (123) 456-7890 or [d.prince@globaltechinnovations.com](mailto:d.prince@globaltechinnovations.com) should you require any further information or verification of Alexander Hamilton's employment and financial standing with Global Tech Innovations.

**Sincerely,**

**[Your Signature (if submitting a hard copy)]**

**Diana Prince**

**Director of Engineering**

**Global Tech Innovations.**