
Verification of Employment Letter for Visa

Globex Corporation
123 Commerce Way
Springfield, IL 62704

October 29, 2024

Consulate General of Italy
500 N Michigan Ave
Chicago, IL 60611

Subject: Verification of Employment for Maria Rossi

Dear Sir/Madam,

This letter is to confirm that Maria Rossi is employed with Globex Corporation as a Project Manager. Maria has been an employee with us since January 5, 2018, and is currently working on a full-time basis.

Below are the employment details:

- **Employee Name:** Maria Rossi
- **Employee ID:** 112233
- **Position Held:** Project Manager
- **Date of Hire:** January 5, 2018
- **Employment Status:** Full-time
- **Annual Salary/Wage:** \$78,000

Maria intends to visit Italy from December 1, 2024, to December 15, 2024, for tourism purposes and will be returning to continue employment with our company after this period.

Globex Corporation acknowledges this leave of absence and expects Maria to resume duties as per normal from December 16, 2024.

Should you require any additional information regarding Maria's employment or plans during the aforementioned travel period, please do not hesitate to contact our HR department at hr@globex.com or (217) 555-0113.

We trust this letter will assist you in your consideration of Maria Rossi's visa application.

Thank you for your attention to this matter.

Sincerely,

John Doe
Human Resources Director
Globex Corporation
(217) 555-0113
john.doe@globex.com