

**EMPLOYMENT CONFIRMATION LETTER for H-1B/O-1 visa application & entry to the U.S.  
Sample Format**

- Notes: 1. This letter must include ALL components  
2. Edit underlined items appropriately  
3. Use appropriate UH letterhead
- 

Date

RE: Employment of employee's name

To Whom It May Concern:

This letter is written to confirm that employee's name will enter the United States to begin/continue his/her employment with the University of Hawaii college/school/unit/department pursuant to the terms and conditions of an approved H-1B/O-1 petition filed on his/her behalf. He/She will be/is employed as a position title at an annual salary of \$\_\_\_\_\_.

We request that you issue employee's name an H-1B/O-1 nonimmigrant visa so that he/she may begin/continue his/her employment.

**For Canadians OR H-1B/O-1 employees who have valid visas and only need to apply for entry to the U.S., substitute the following for the above paragraph:**

We request that you admit employee's name in H-1B/O-1 status so he/she may begin/continue his/her employment.

Sincerely,

Name  
Title