VOE Email's, Generics

**Send To:** sahra@org.com  
  
**CC:** sahra\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Sahra, Stott - PERM C# 3941918 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Stott,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** kade@org.com  
  
**CC:** kade\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Kade, Hobbs - PERM C# 4738094 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Hobbs,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** daisie@org.com  
  
**CC:** daisie\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Daisie, Wolfe - PERM C# 4579402 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Wolfe,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** star@org.com  
  
**CC:** star\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Star, Parkes - PERM C# 4540437 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Parkes,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jan@org.com  
  
**CC:** jan\_manager@org.com, None  
  
**Subject:** Jan, Mann - PERM C# 4449108 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Mann,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Billy-joe@org.com  
  
**CC:** billy-joe\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Billy-Joe, Palacios - PERM C# 4699733 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Palacios,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



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2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Fraser@org.com  
  
**CC:** Fraser\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Fraser, McCormack - PERM C# 4905895 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear McCormack,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

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Please Note: **Final signed letters will be required before PERM Applications are filed.**



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2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Elisabeth@org.com  
  
**CC:** Elisabeth\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Elisabeth, Bowes - PERM C# 3941525 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Bowes,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Devin@org.com  
  
**CC:** Devin\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Devin, Sears - PERM C# 4558137 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Sears,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Lydia@org.com  
  
**CC:** lydia\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Lydia, House - PERM C# 4688878 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear House,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Adyan@org.com  
  
**CC:** adyan\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Adyan, Searle - PERM C# 4579393 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Searle,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** zaara@org.com  
  
**CC:** zaara\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Zaara, Peck - PERM C# 4672384 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Peck,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** alejandro@org.com  
  
**CC:** alejandro\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Alejandro, Escobar - PERM C# 4628194 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Escobar,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** kirk@org.com  
  
**CC:** kirk\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Kirk, Davidson - PERM C# 4771884 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Davidson,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Brenda@org.com  
  
**CC:** brenda\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Brenda, Oneill - PERM C# 4823736 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Oneill,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jillian@org.com  
  
**CC:** jillian\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jillian, Carlson - PERM C# 3942419 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Carlson,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** ricky@org.com  
  
**CC:** ricky\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ricky, Reeves - PERM C# 4759134 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Reeves,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** mercedes@org.com  
  
**CC:** mercedes\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Mercedes, Pace - PERM C# 4905712 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Pace,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jae@org.com  
  
**CC:** jae\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jae, Joyce - PERM C# 4929583 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Joyce,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** anisah@org.com  
  
**CC:** anisah\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Anisah, Murphy - PERM C# 4920206 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Murphy,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** rory@org.com  
  
**CC:** rory\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Rory, Gamble - PERM C# 4926496 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Gamble,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** caspian@org.com  
  
**CC:** caspian\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Caspian, Drew - PERM C# 3943023 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Drew,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** rhea@org.com  
  
**CC:** rhea\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Rhea, Crosby - PERM C# 3942371 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Crosby,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Haris@org.com  
  
**CC:** haris\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Haris, Jackson - PERM C# 4778112 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Jackson,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** clinton@org.com  
  
**CC:** clinton\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Clinton, Cote - PERM C# 4665054 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Cote,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** usamah@org.com  
  
**CC:** usamah\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Usamah , Lane - PERM C# 4540470 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Lane,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** marisa@org.com  
  
**CC:** marisa\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Marisa, Le - PERM C# 4747064 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Le,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** reis@org.com  
  
**CC:** reis\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Reis, Thornton - PERM C# 4381262 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Thornton,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** kaylem@org.com  
  
**CC:** kaylem\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Kaylem, Plummer - PERM C# 4802102 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Plummer,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** tasneem@org.com  
  
**CC:** tasneem\_romero@org.com, AttorneyName@Org.com  
  
**Subject:** Tasneem, Romero - PERM C# 4905898 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Romero,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** zakir@org.com  
  
**CC:** zakir\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Zakir, Handley - PERM C# 4926529 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Handley,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** shantelle@org.com  
  
**CC:** shantelle\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Shantelle, Cowan - PERM C# 4948833 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Cowan,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** gethin@org.com  
  
**CC:** gethin\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Gethin, Carney - PERM C# 4964192 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Carney,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** shona@org.com  
  
**CC:** shona\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Shona, Calderon - PERM C# 4537728 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Calderon,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** fleur@org.com  
  
**CC:** fleur\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Fleur, Bone - PERM C# 4933618 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Bone,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
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3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Ivie@org.com  
  
**CC:** ivie\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ivie, Simmonds - PERM C# 4405201 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Simmonds,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Liam@org.com  
  
**CC:** liam\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Liam, Watkins - PERM C# 4992337 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Watkins,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** patrick@org.com  
  
**CC:** patrick\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Patrick, Nieves - PERM C# 4878595 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Nieves,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Leila@org.com  
  
**CC:** leila\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Leila, Vincent - PERM C# 4916623 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Vincent,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** logan@org.com  
  
**CC:** logan\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Logan, Knapp - PERM C# 5020377 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Knapp,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Jago@org.com  
  
**CC:** jago\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jago, Bowers - PERM C# 4520676 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Bowers,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
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You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** morgan@org.com  
  
**CC:** morgan\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Morgan, Rees - PERM C# 4359481 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Rees,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jarrod@org.com  
  
**CC:** jarrod\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jarrod, Meza - PERM C# 4724833 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Meza,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** natalia@org.com  
  
**CC:** natalia\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Natalia, Chung - PERM C# 3942459 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Chung,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** emmie@org.com  
  
**CC:** emmie\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Emmie, Hirst - PERM C# 4866703 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Hirst,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** kristopher@org.com  
  
**CC:** kristopher\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Kristopher, Bains - PERM C# 4693430 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Bains,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** harold@org.com  
  
**CC:** harold\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Harold , Carrilo - PERM C# 4649201 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Carrilo,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** asia@org.com  
  
**CC:** asia\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Asia, Mcnally - PERM C# 4923651 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Mcnally,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** belinda@org.com  
  
**CC:** belinda\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Belinda, Green - PERM C# 4920191 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Green,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** syed@org.com  
  
**CC:** syed\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Syed, Shaw - PERM C# 4776220 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Shaw,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** sofia@org.com  
  
**CC:** sofia\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Sofia, Curtis - PERM C# 4878537 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Curtis,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** ahyan@org.com  
  
**CC:** ahyan\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ahyan, Sutherland - PERM C# 4920215 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Sutherland,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
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We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



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2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** ellesha@org.com  
  
**CC:** ellesha\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ellesha, Hinton - PERM C# 4920222 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Hinton,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
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You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** cassandra@org.com  
  
**CC:** cassanra\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Cassandra, Cisneros - PERM C# 4933553 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Cisneros,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** merlin@org.com  
  
**CC:** merlin\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Merlin, Huynh - PERM C# 4628718 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Huynh,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
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You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** tyla@org.com  
  
**CC:** tyla\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Tyla, Hart - PERM C# 4945690 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Hart,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** layla@org.com  
  
**CC:** layla\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Layla, Lord - PERM C# 4591584 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Lord,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** ravi@org.com  
  
**CC:** ravi\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ravi, Cruz - PERM C# 4620651 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Cruz,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** lula@org.com  
  
**CC:** lula\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Lula, Salter - PERM C# 3941487 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Salter,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
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Please Note: **Final signed letters will be required before PERM Applications are filed.**



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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** orson@org.com  
  
**CC:** orson\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Orson, Foreman - PERM C# 4970109 - Option C2 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Foreman,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent  
\* Five (5) years of post-baccalaureate, progressive full-time experience\*\*  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the EB-2 category.  
  
**\*\*You will be required to demonstrate your post-baccalaureate experience was 'progressive' in nature.** This means that you “progressed” over time in your employment, taking on more responsibilities in terms of job duties or supervision. Progressive experience might be shown through an increase in job responsibilities within the same position, grade/level increases or promotions, or progression to a job title with increasing responsibilities within the same company or from one employment to another (e.g. Software Engineer >> Sr. Software Engineer >> Tech Lead >> Management).



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** juniper@org.com  
  
**CC:** juniper\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Juniper, Humphries - PERM C# 4974672 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Humphries,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Ella-mae@org.com  
  
**CC:** Ella-mae\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ella-Mae, Myers - PERM C# 4776227 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Myers,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** wojciech@org.com  
  
**CC:** wojciech\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Wojciech , Prince - PERM C# 3941676 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Prince,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** chantelle@org.com  
  
**CC:** chantelle\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Chantelle, Padilla - PERM C# 3942760 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Padilla,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** pascal@org.com  
  
**CC:** pascal\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Pascal, Harwood - PERM C# 4628750 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Harwood,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jagoda@org.com  
  
**CC:** jagoda\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jagoda, Dudley - PERM C# 4981992 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Dudley,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** heather@org.com  
  
**CC:** heather\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Heather, Olson - PERM C# 4926136 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Olson,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** faheem@org.com  
  
**CC:** faheem\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Faheem, Fuentes - PERM C# 4869500 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Fuentes,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** wyatt@org.com  
  
**CC:** wyatt\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Wyatt, Macias - PERM C# 4920202 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Macias,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** lillie\_mai@org.com  
  
**CC:** lillie\_mai\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Lillie-Mai, Rasmussen - PERM C# 4999711 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Rasmussen,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** tiya@org.com  
  
**CC:** tiya\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Tiya, Hutchinson - PERM C# 4905719 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Hutchinson,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** regina@org.com  
  
**CC:** regina\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Regina, Horn - PERM C# 4830930 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Horn,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jeremy@org.com  
  
**CC:** jeremy\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jeremy, Lancaster - PERM C# 4905722 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Lancaster,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
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You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** Harper-rose@org.com  
  
**CC:** Harper-rose\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Harper-Rose, Wyatt - PERM C# 4910173 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Wyatt,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** rhiann@org.com  
  
**CC:** rhiann\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Rhiann, Richard - PERM C# 3942891 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Richard,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** seth@org.com  
  
**CC:** seth\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Seth, Ware - PERM C# 4936787 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Ware,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jobe@org.com  
  
**CC:** jobe\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jobe, Singleton - PERM C# 4949561 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Singleton,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** ellesse@org.com  
  
**CC:** ellesse\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Ellesse, Odonnell - PERM C# 4978717 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Odonnell,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** enzo@org.com  
  
**CC:** enzo\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Enzo, Sweeney - PERM C# 4771765 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Sweeney,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jeremiah@org.com  
  
**CC:** jeremiah\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jeremiah, Seymour - PERM C# 4992293 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Seymour,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** cadi@org.com  
  
**CC:** cadi\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Cadi, Long - PERM C# 4949369 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Long,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** petra@org.com  
  
**CC:** petra\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Petra, Bowen - PERM C# 4685166 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Bowen,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** brady@org.com  
  
**CC:** brady\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Brady, Day - PERM C# 4910248 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Day,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** habibah@org.com  
  
**CC:** habibah\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Habibah, Snyder - PERM C# 4840741 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Snyder,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** anniyah@org.com  
  
**CC:** anniyah\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Anniyah, Knox - PERM C# 4691743 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Knox,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** keane@org.com  
  
**CC:** keane\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Keane, Esquivel - PERM C# 5066120 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Esquivel,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** maisha@org.com  
  
**CC:** maisha\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Maisha, Aguilar - PERM C# 4574165 - Option A Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Aguilar,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Bachelor's or foreign degree equivalent**\* Two (2) years of full-time experience  
  
**SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-3 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** andrew@org.com  
  
**CC:** andrew\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Andrew, Harper - PERM C# 4905717 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Harper,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** gaia@org.com  
  
**CC:** gaia\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Gaia, Hebert - PERM C# 5044731 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Hebert,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** jerry@org.com  
  
**CC:** jerry\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Jerry, Cameron - PERM C# 5008897 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Cameron,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



1. Once the we receive confirmation that you can obtain the VOE and skills letters, we will file the request for a Prevailing Wage Determination with the U.S. Department of Labor (DOL).  
  
2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
3. We will proceed to draft the Form ETA 9089 and send it to you for review. If no qualified U.S. worker is found in the recruitment process, we can file Company’s PERM application (Form ETA 9089) with the DOL.



If you have any questions, please refer to our VOE FAQs document attached to this email. If you still have questions after consulting the FAQs, please respond directly to this email. Thank you.  
  
Kind regards,

VOE Email's, Generics

**Send To:** fern@org.com  
  
**CC:** fern\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Fern, Stephenson - PERM C# 4952368 - Option B Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Stephenson,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Six (6) months of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

You may also verify skills requirements through your education with a letter from a professor signed on university letterhead.  
  
We have attached sample verification letter templates with this email along with a “Verification of Employment (VOE) Frequently Asked Questions (FAQs)” document, for your reference.  
  
  
  
  
Please Note: **Final signed letters will be required before PERM Applications are filed.**



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Kind regards,

VOE Email's, Generics

**Send To:** anabia@org.com  
  
**CC:** anabia\_manager@org.com, AttorneyName@Org.com  
  
**Subject:** Anabia, Vickers - PERM C# 4211683 - Option C1 Verification of Employment Instructions[ACTION REQUIRED BY 10/25/2020]



Classification: Confidential  
  
Dear Vickers,  
  
Your manager has confirmed the education, experience, and special skills requirements for the PERM application as follows:  
  
**Job Title: Software Engineer  
Worksite: San Jose, CA  
  
Education and Experience:**

**\* Master's or foreign degree equivalent  
\* Three (3) years of full-time experience  
  
SPECIAL SKILLS**\* Network Protocols and/or Switching Techniques for networks  
  
The job description and minimum requirements were developed based on the information you and your manager provided. Based upon these requirements, the I-140 (the next step in the green card process) should be adjudicated in the **EB-2 category.**



**1. ASAP  
  
At this time, please confirm that you will be able to obtain VOE and skills letters to document the minimum requirements and special skills for the proposed position. If you will be unable to verify any of the special skills and/or the minimum experience requirements, you must inform us immediately.  
  
2. Prior to Filing the PERM Application  
Provide evidence verifying that you met all experience and/or skills requirements (listed above prior to joining Company U.S.**Verification of Employment (VOE) letters should include the following:

* Dates of Employment
* Hours worked per week (or that you were employed full-time)
* Job Title
* Brief description of job duties
* Verification of any skills requirements you plan to show through the employer
* Signed by a supervisor/manager or company official (such as H.R. on official company letterhead

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Please Note: **Final signed letters will be required before PERM Applications are filed.**



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2. Layoff analysis is performed, and if possible, we will move forward with labor market testing, which typically takes approximately 3-4 months, if no issues arise.   
  
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Kind regards,