

YOUR WORKING CHECKLIST

Employment letter translation and the limits of employer statements

How should an employment letter be translated while keeping duties, dates and authorship clear?

Translate the employer's statement faithfully, including job duties, dates, hours, compensation labels and signatory role. Do not turn a reference letter into an independently verified employment history or a legal classification of the worker's occupation.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Identify offer, reference or confirmation purpose
- ☐ Preserve actual duties and employment dates
- ☐ Keep compensation units and conditions
- ☐ Request source revisions from the employer

A little support for your next step.

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Notes and questions to follow up

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Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

Return to the complete guide

<https://immigrantinsider.com/documents/employment-letter-translation/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.