

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to formally offer sponsorship for [Employee's Name], who is seeking to obtain a [specific visa type, e.g., Subclass 482 Temporary Skill Shortage Visa] to work in Australia. [Employee's Name] has been an essential part of our team at [Company Name] since [start date], contributing significantly to our [specific project, department, etc.]. We fully support [his/her/their] application, as [he/she/they] possesses the required skills and experience in [specific skills or expertise related to the job]. Our company is committed to [mention any relevant points about the company's commitment to working with skilled workers, diversity, etc.].

Please find the required documents attached to facilitate the visa application process. Should you require any further information or clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for considering our sponsorship request.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Phone Number]