

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Work Authorization Letter

Dear [Employee's Name],

This letter is to confirm your employment with [Company Name] located at [Company Address]. You are authorized to work in the position of [Job Title] starting from [Start Date].

Your employment is subject to the following conditions:

- [Condition 1]

- [Condition 2]

- [Condition 3]

Please present this letter to the relevant authorities for any necessary visa or work permit applications.

If you have any questions, feel free to contact us at [Contact Information].

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Company Website] (optional)