

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Work Authorization Approval

Dear [Employee's Name],

We are pleased to inform you that your application for work authorization has been approved.

Your work authorization details are as follows:

- **Authorization Number:** [Authorization Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Position:** [Job Title]
- **Department:** [Department Name]

Please ensure that you retain a copy of this letter for your records. If you have any questions or require further assistance, do not hesitate to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Congratulations, and we look forward to your continued contributions to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]