

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Work Authorization Letter

Dear [Recipient's Name],

This letter serves to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] as a [Job Title].

As a non-citizen, [Employee's Name] is authorized to work in the United States under [specific work authorization status, e.g., an H-1B visa, OPT, etc.]. The work authorization is valid until [expiration date or "indefinitely" if applicable].

We support [Employee's Name]'s ongoing work authorization and any necessary extensions or applications required to maintain legal employment in the United States.

If you have any questions or need further verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]