

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide this sponsorship letter for [Employee's Full Name], who has been offered the position of [Employee's Job Title] at [Company Name].

[Employee's Full Name] has demonstrated [mention qualifications, skills, and experiences relevant to the job position]. We believe that his/her contributions will significantly benefit our organization.

We acknowledge our commitment to sponsor [Employee's Full Name] for a [type of visa, e.g., H-1B, L-1] visa application. We are responsible for the associated costs and assure that [Employee's Name] will be employed in accordance with the regulations set forth by the U.S. Citizenship and Immigration Services (USCIS).

Should you have any further inquiries, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]