

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Postal Code]

Subject: Employment Visa Application Support

Dear [Recipient Name],

We are pleased to inform you that [Employee Name] has been appointed as [Job Title] at [Company Name]. In this capacity, [he/she/they] will be responsible for [brief description of job responsibilities].

[Employee Name] is expected to commence employment on [Start Date]. This position is vital to our operations, and we are confident that [Employee Name]'s skills and expertise will significantly contribute to our success.

We kindly request your assistance in processing [Employee Name]'s employment visa application to facilitate a smooth transition to Dubai. Please find attached all necessary documents required for the visa application process.

Should you require any further information, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Postal Code]

[Company Phone Number]

[Company Email Address]