

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: Visa Sponsorship Letter for [Employee's Full Name]

Dear Sir/Madam,

I, [Your Name], [Your Job Title] at [Your Company Name], am writing to confirm our sponsorship for [Employee's Full Name], who is an employee in our [Department/Position] since [Start Date].

[Employee's Full Name] is applying for a [specific visa type, e.g., Schengen Visa] to travel to [Destination Country] for [Purpose of Travel, e.g., business meetings, training, etc.] from [Travel Start Date] to [Travel End Date].

As a company, we take full responsibility for [Employee's Full Name]'s travel expenses, including accommodation, transportation, and any other necessary costs during their stay in [Destination Country]. We assure you that [he/she/they] will return to [Home Country] upon completion of [his/her/their] obligations abroad.

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]