

[Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

I am writing to formally sponsor [Employee's Name], who is applying for an FZ visa to [Country]. [Employee's Name] has been employed with us as a [Job Title] since [Employment Start Date].

As their employer, we confirm that [Employee's Name] will be working on [brief description of job duties/projects]. This position is essential for our business operations, and we believe that [Employee's Name]'s skills and experience will be invaluable to our team.

We assure you that we will take full responsibility for [Employee's Name] during their stay in [Country], including their travel, accommodation, and other related expenses.

Please feel free to contact us at [Phone Number] or [Email Address] if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]