

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Country]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

We are pleased to inform you that [Employee's Name] has been offered a position at [Company Name] as a [Job Title]. As part of this employment, we are supporting their application for a UK visa.

[Employee's Name] will be employed in our [Department/Division] and will be responsible for [briefly outline job responsibilities]. Their employment is vital to our operations, and we believe that their skills and experience will greatly contribute to our team.

We confirm that [Company Name] is a legitimate business entity registered in the UK and that we will assume responsibility for [Employee's Name] during their stay in the UK, including compliance with all immigration requirements.

Please do not hesitate to contact us should you require any further information or documentation to support this visa application.

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]