

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

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

Dear [Recipient's Name],

We are pleased to confirm that [Employee's Name] has been offered a position with [Company Name], located at [Company Address]. This letter serves as our support for [Employee's Name]'s application for a [specific visa type] visa.

[Employee's Name] has been selected for the position of [Job Title] and is expected to contribute to our team by [briefly describe job responsibilities and significance]. We believe that [Employee's Name]'s skills and expertise make them an invaluable addition to our company. As part of our commitment to supporting [Employee's Name] in their transition, we will provide [mention any relevant assistance, e.g., relocation support, accommodation, etc.]. We take full responsibility for [Employee's Name] during their employment with us, ensuring compliance with all visa and immigration requirements.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you need further information or documentation to process [Employee's Name]'s visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]