

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

RE: Approval of HWA

We are pleased to inform you that your request for High-Wage Approval (HWA) has been reviewed and approved.

**\*\*Details of Approval:\*\***

- **\*\*HWA Reference Number:\*\*** [Insert Reference Number]

- **\*\*Position Approved:\*\*** [Insert Job Title]

- **\*\*Annual Salary:\*\*** [Insert Salary]

- **\*\*Effective Date:\*\*** [Insert Effective Date]

We appreciate your commitment to maintaining high-wage employment standards and are confident that this support will aid in the growth and success of your organization.

Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]