

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, Postcode]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to confirm that [Company Name] is willing to sponsor [Employee's Name] for a UK visa. [He/She/They] has been offered a position as [Job Title] with our organization, starting on [Start Date]. [Employee's Name] is a valuable addition to our team due to [briefly explain why the candidate is suitable for the role]. We believe [his/her/their] expertise will contribute significantly to our project goals and overall mission.

As the sponsor, we understand our responsibilities under the UK immigration rules and will ensure compliance with all necessary regulations.

Please feel free to contact me should you require more information or any documentation to support this application.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Company Name]

[Company Registration Number]