

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, Postal Code]

Dear [Recipient Name],

Subject: UK Immigration Sponsorship for [Employee's Name]

I am writing to confirm our intention to sponsor [Employee's Name], who is applying for a UK visa to work with us at [Company Name].

[Employee's Name] is being offered the position of [Job Title] within our organization. This role is essential to our operations, and we believe that [Employee's Name]'s skills and experience make them an ideal candidate.

We will be providing [Employee's Name] with the necessary support during their visa application process, including a Certificate of Sponsorship (CoS) that complies with UK Home Office guidelines.

[Optional: Brief Description of the Company and Job Role]

Please feel free to contact me if you require any further information or documents to assist with the sponsorship process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Company Name]