

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally offer you a position at [Company Name] as a [Job Title] and to provide you with the necessary support for your J-1 visa sponsorship. We are excited to have you join our team, and we believe your contributions will be invaluable to our organization.

Details of the position are as follows:

- ****Position Title:**** [Job Title]
- ****Department:**** [Department Name]
- ****Start Date:**** [Proposed Start Date]
- ****Duration of Program:**** [Duration]

As part of our commitment to your career development, we will assist you with the J-1 visa application process. This includes providing required documentation such as the DS-2019 form and fulfilling the obligations defined by the U.S. Department of State.

Please find attached the necessary details for your application. Should you require any further information or assistance, feel free to contact me directly at [Your Phone Number] or [Your Email].

We look forward to welcoming you to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]