

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Country]

Subject: Visa Sponsorship Letter

Dear [Recipient's Name],

We are pleased to inform you that [Your Company Name] is willing to sponsor your visa application for the position of [Job Title] within our organization.

Below are the details of your employment:

- ****Job Title****: [Job Title]
- ****Employment Start Date****: [Start Date]
- ****Salary****: [Salary Amount]
- ****Job Description****: [Brief job description]

As a valued employee, we will ensure that all necessary documents and information are provided to facilitate the visa application process. We are committed to supporting you throughout this procedure.

Please feel free to reach out to us should you require any additional information or assistance.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Company Seal or Signature] (if applicable)