

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification Letter for Work Permit Application

We are pleased to confirm that [Employee's Full Name] is employed with [Company Name] in the position of [Job Title] since [Start Date]. This employment is full-time and includes a salary of [Salary amount] per [year/month/hour].

[Employee's Full Name] is a valuable member of our team, and we believe their skills and expertise will further contribute to the growth and success of our organization.

As part of the work permit application, we wish to support [Employee's Name] in their efforts to secure the necessary visa status. We kindly ask you to process this application favorably, as we are eager to have them continue their employment with us.

Please feel free to contact us at [Company's Phone Number] or [Company's Email Address] for any further information or clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]