

[Your Company Letterhead]

[Date]

[Immigration New Zealand]

[Address]

[City, Postcode]

Dear Sir/Madam,

RE: Work Permit Sponsorship for [Employee's Name]

We are pleased to submit our sponsorship request for [Employee's Name] for a work permit to work in New Zealand.

[Employee's Name] has been offered the position of [Job Title] at [Company Name], effective [Start Date]. Our company is committed to compliance with all Immigration New Zealand policies and requirements. We believe that [Employee's Name] possesses the skills and experience necessary for this role, as outlined in the attached job description. [He/She/They] will be contributing to our team by [Brief description of job responsibilities].

We confirm that we will meet all obligations as a sponsor, including payment of [mention salary details and any other relevant conditions]. Please find enclosed the necessary documentation to support this sponsorship request.

Thank you for considering our request. Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]