

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Sponsorship for [Employee's Full Name]

We, [Your Company Name], are pleased to confirm our sponsorship of [Employee's Full Name], who is employed with us as a [Employee's Job Title] since [Employee's Start Date].

To facilitate his/her application for the [type of visa or purpose], we hereby affirm our commitment to support [Employee's Full Name] during this process.

[Employee's Full Name] has demonstrated exceptional skills in [mention relevant skills or contributions], which are crucial for our operations. His/her visit to [country or purpose] is essential for [explain reason for travel, e.g., training, conference, etc.].

We assure you of [Employee's Full Name]'s return to [Your Company Name] upon completion of his/her visit. Should you require any further information or documentation, please do not hesitate to contact us at [your contact information].

Thank you for considering this sponsorship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]