

[Your Company Letterhead]

[Date]

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Visa Application Support Letter for [Employee's Name]

Dear Sir/Madam,

I am writing to support the visa application of [Employee's Name], who is employed with us as a [Job Title] at [Company Name]. [Employee's Name] has been with our organization since [Start Date] and has demonstrated exceptional skills and dedication in their role.

[Provide a brief description of the employee's job responsibilities and the purpose of their travel, including dates and location.]

We confirm that [Employee's Name] will continue to remain employed with our company during their time abroad, and we will ensure that all their responsibilities are managed in their absence.

[Employee's Name]'s visit is important for [reason for travel, e.g., attending a conference, business meeting, training, etc.]. We appreciate your support in processing this visa application.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]