

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

RE: Job Position for OK Visa Application

I am writing to confirm the employment details of [Employee's Name], who has been offered the position of [Job Title] at [Company Name].

****Job Title:**** [Job Title]

****Department:**** [Department Name]

****Job Description:****

[Briefly outline the main responsibilities of the position.]

****Employment Type:**** [Full-time/Part-time/Contract]

****Salary:**** [Salary Amount]

****Start Date:**** [Start Date]

We believe that [Employee's Name]'s skills and experience make them an excellent fit for our team, and we are excited to welcome them to

[Company Name].

This letter serves to support [Employee's Name]'s application for an OK visa. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]