

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Consulate or Embassy Name]

[Consulate or Embassy Address]

[City, State, Zip Code]

Subject: Visa Sponsorship for [Employee's Full Name]

Dear [Consulate or Embassy Official's Name],

I am writing to confirm that [Company Name] is willing to sponsor [Employee's Full Name] for a [type of visa] visa to facilitate their employment with us as [Job Title].

[Employee's Full Name] has been offered a position within our organization as [Job Title], starting on [Start Date]. Their role is essential to our operations, and they will be responsible for [brief description of job responsibilities].

As part of our commitment to [Employee's Full Name], we will ensure compliance with all legal and financial obligations in relation to their employment, including providing [salary details, benefits, etc.].

We appreciate your consideration of this sponsorship request. Please do not hesitate to contact us for any further information or documentation needed to facilitate this process.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Signature]