

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This position is located at our [Office Location]. Your start date will be [Start Date], contingent upon the successful issuance of your work visa.

Job Title: [Job Title]

Department: [Department Name]

Supervisor: [Supervisor's Name]

Salary: [Salary]

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

As an employee of [Company Name], you will be responsible for [brief description of job responsibilities].

In order to assist you in obtaining a work visa, we will provide you with the necessary documentation, which includes [list any specific documents, such as a visa sponsorship letter, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. If you have any questions regarding this offer or the visa process, please feel free to contact [Contact Person's Name] at [Contact Person's Email/Phone Number].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Company Phone Number]

[Company Email Address]

[Enclosures: Visa sponsorship letter (if applicable)]

[Employee Signature] _____ Date: _____

[Your Signature] _____ Date: _____