

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship for [Employee's Name]

I am writing to formally extend our sponsorship for [Employee's Name] for an [insert visa type, e.g., H-1B] visa application. [Employee's Name] has been offered the position of [Job Title] with [Company Name], effective [Start Date].

[Employee's Name] will be responsible for [briefly describe job responsibilities]. We believe that [he/she/they] will make significant contributions to our team and the company as a whole.

We acknowledge our commitment to support [Employee's Name]'s application by providing all necessary documentation and guidance during the visa application process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]