

[Your Company Letterhead]

[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],

Subject: Sponsorship for Working Visa

We are pleased to confirm that [Company Name] is willing to sponsor [Employee's Name] for a working visa to work in Japan. [Employee's Name] has been offered a position as [Job Title] with our company and is expected to contribute to our ongoing projects and overall growth. Details of the sponsorship are as follows:

- Position: [Job Title]
- Employment Start Date: [Start Date]
- Duration of Employment: [Duration]
- Job Responsibilities: [Brief description of job responsibilities]

We assure you that [Employee's Name] will comply with all visa regulations and obligations during their stay in Japan. We are committed to providing all necessary support in their application process.

Please do not hesitate to contact us for any further information or documentation required for the visa application.

Thank you for considering this application, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Official Seal, if applicable]