

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

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

Dear [Recipient's Name],

We are pleased to confirm that [Your Company Name] is sponsoring [Employee's Name] for an RZ Visa. [Employee's Name] will be employed in the position of [Job Title] within our [Department/Team].

Details of the sponsorship are as follows:

- ****Position****: [Job Title]
- ****Job Responsibilities****: [Brief description of responsibilities]
- ****Duration of Employment****: [Start Date] - [End Date/or "Indefinite"]
- ****Annual Salary****: [Salary Amount]

We believe that [Employee's Name]'s skills and experience make them a valuable addition to our team, and we are committed to supporting their application for the RZ Visa.

Should you require any further information, please do not hesitate to contact us at [Contact Information].

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]