

[Your Company Letterhead]

[Date]

[Consulate General of the United States]

[City, Country]

Subject: TN Visa Letter for [Employee's Name]

Dear Consular Officer,

I am writing to confirm that [Employee's Name], a Canadian citizen, is being offered a position as a [Job Title] at [Company Name]. This position qualifies under the TN Visa provisions outlined in the United States-Mexico-Canada Agreement (USMCA).

[Employee's Name] will be responsible for [brief description of job duties]. They hold a [degree name] in [field] from [University Name], which fulfills the educational requirements for this role.

This full-time position is based in [City, State] and pays an annual salary of [salary amount]. The role is essential for our operations, and we are excited about the skills and experience [Employee's Name] brings to our team.

Please do not hesitate to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]