

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

I am writing to confirm the employment offer for [Employee's Name], who is seeking a TN Visa under the provisions of the United States-Mexico-Canada Agreement (USMCA).

[Employee's Name] has been offered the position of [Job Title] with [Company Name]. The position requires [brief description of job responsibilities and duties].

[Employee's Name] will be responsible for [list key responsibilities relevant to the role]. The position necessitates a [mention relevant degree or qualifications required], which [Employee's Name] possesses, holding a [mention degree] from [University/College Name].

We anticipate that [Employee's Name] will contribute significantly to our team by [mention specific skills or experiences that are relevant to the role].

This employment offer is full-time and includes a salary of [Salary Amount] along with [mention any benefits or additional compensation]. Please let me know if you require any further information to assist in the processing of [Employee's Name]'s TN Visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]