

[Your Company Letterhead]

[Date]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

To Whom It May Concern,

I am writing to confirm that [Employee's Name] has been offered a position with [Company Name] as a [Job Title]. This position qualifies under the TN visa category as a [Specific NAFTA Profession].

[Employee's Name] will be responsible for the following duties:

- [Duty 1]

- [Duty 2]

- [Duty 3]

In this role, [Employee's Name] will bring [his/her/their] expertise in [Field/Experience] to our team, contributing to [Company Name]'s goals and objectives.

We have determined that [Employee's Name] meets the qualifications required for this position, including [list required qualifications such as degrees, certifications, or specialized training].

We fully support [Employee's Name]'s application for a TN visa and believe that [he/she/they] will contribute positively to our company and the overall industry.

Please feel free to contact us at [Phone Number] or [Email Address] should you require any additional information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]