

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Job Offer and TZ Visa Sponsorship

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We are excited about the skills and experience you bring to our team.

As discussed, your responsibilities will include [brief description of responsibilities]. Your starting date will be [Start Date], and your salary will be [Salary].

In order to facilitate your employment with us, we will sponsor your TZ visa application. This will allow you to legally work in [Country].

Please find attached the necessary documentation required for the application process.

We look forward to having you as part of our team. Please confirm your acceptance of this job offer by [Response Deadline].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]