

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, Postal Code]

[Country]

Subject: Employment Confirmation for UAE Work Permit

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Date of Hire]. [He/She/They] is currently on a [full-time/part-time] contract and is earning a monthly salary of [Salary Amount].

We kindly request the relevant authorities to process [his/her/their] application for a work permit in the United Arab Emirates. We affirm that [he/she/they] will be a valuable asset to our team and will abide by all local laws and regulations during [his/her/their] employment.

Should you require any further information, please feel free to contact us at [Company Phone Number] or [Company Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postal Code]

[Country]

[Company Phone Number]

[Company Email Address]