

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Sponsorship Letter for UAE Work Visa

Dear [Recipient Name],

We are pleased to inform you that [Employee Name] has been selected for employment with [Company Name] in the capacity of [Job Title]. This letter serves as an official sponsorship for their UAE work visa application.

Company Details:

- Company Name: [Company Name]
- Company Address: [Company Address]
- Company Registration Number: [Registration Number]
- Contact Number: [Contact Number]
- Email Address: [Email Address]

Employee Details:

- Full Name: [Employee Name]
- Nationality: [Employee Nationality]
- Position: [Job Title]
- Employment Start Date: [Start Date]

We hereby confirm our commitment to sponsor [Employee Name] for the duration of their employment with [Company Name]. All necessary documents and fees associated with the visa application will be handled by [Company Name].

Should you require any further information or documentation, please do not hesitate to contact us.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]