

[Your Company Letterhead]

[Your Company Name]

[Company Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, Zip Code]

Subject: Notification of UAE Work Visa Approval

Dear [Employee's Name],

We are pleased to inform you that your application for a UAE work visa has been approved. This is a significant step towards your employment with [Your Company Name].

Details of your visa approval are as follows:

- Visa Type: [e.g., Employment Visa]
- Visa Number: [Visa Number]
- Approval Date: [Date of Approval]
- Validity Period: [Start Date] to [End Date]

Please prepare the necessary documents to complete the onboarding process, including your passport, photographs, and any additional paperwork required by the immigration authorities.

We will be in touch with you regarding the next steps and any further instructions.

Congratulations on this milestone! We are excited to have you as part of our team.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]