

[Your Company Letterhead]  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Department/Organization Name]  
[Address]  
[City, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for a work permit in the United Arab Emirates. [Employee's Name] has been employed with [Your Company Name] since [Start Date] in the position of [Employee's Position].

During their time with us, [Employee's Name] has demonstrated exceptional skills in [specific skills or expertise relevant to the position]. Their contributions have significantly enhanced our [department/team/project] and have been crucial in achieving our goals.

[Provide a brief description of the employee's achievements and strengths, including any awards or recognitions].

We believe that [Employee's Name] will continue to bring value and expertise to the workforce in the UAE. We fully support their application for a work permit and look forward to their continued contributions. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]