

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Undertaking Letter for Employee Sponsorship

Dear [Recipient's Name],

We, [Your Company Name], located at [Your Company Address], hereby undertake to sponsor [Employee's Name], who is employed with us as [Employee's Position] since [Employee's Start Date].

This sponsorship covers the following:

1. The costs related to [specify expenses covered, e.g., visa application fees, travel costs, etc.].

2. Any additional support required for the duration of [Employee's Name]'s engagement in [specific program, training, or assignment].

We assure you that [Employee's Name] will comply with all requirements stipulated under the applicable laws and regulations during their time on [sponsorship details].

Please find attached any necessary documentation to support this undertaking. Should you require any further information or clarification, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]