

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

VFS Global

[Relevant VFS Office Address]
[City, State, Zip Code]

Subject: Visa Application for Employment Purposes

Dear Sir/Madam,

I am writing to apply for a visa to [country name] for employment purposes. I have recently been offered a position at [Company Name] as [Job Title], effective from [start date].

Attached to this letter, you will find the following documents to support my application:

1. Completed visa application form.
2. Valid passport (with at least six months' validity).
3. Job offer letter from [Company Name].
4. Employment contract.
5. [Any additional documents, such as financial statements, proof of qualifications, etc.]

I kindly ask for your assistance in processing my visa application at the earliest convenience, as my employment start date is approaching.

Thank you for your attention to my application. Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]