

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Endorsement Letter

We, [Your Company Name], located at [Company Address], hereby endorse [Employee's Name], holding the position of [Employee's Position] in our organization, for a [Type of Visa] visa application.

[Employee's Name] has been employed with us since [Start Date] and is an invaluable member of our team. Their contributions have greatly benefited our organization, particularly in [specific contributions or projects]. This endorsement is provided to support their application for a visa to [Country Name] for the purpose of [reason for travel, e.g., attending meetings, training].

We confirm that [Employee's Name] will continue to be employed with us during their period of travel and will return to [his/her] duties upon completion of the trip.

Should you require any further information or clarification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]