

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Visa Support Letter for [Employee's Name]

Dear [Recipient's Name],

I am writing to confirm that [Employee's Name], holding the position of [Employee's Position] at [Company Name], is seeking to obtain a visa to [Purpose of Visa, e.g., attend a business conference, participate in a training program, etc.] in [Destination Country] from [Start Date] to [End Date].

[Employee's Name] has been with our company since [Employee's Start Date] and has consistently demonstrated exceptional performance and commitment to our team. We support their application for a visa as this opportunity will enhance their skills and contribute to our organization's success. During their time abroad, [Employee's Name] will continue to be an employee of [Company Name], and we will ensure that they return to their position with us following this temporary assignment.

If you require any additional information or have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]