

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Visa Sponsorship Letter

Dear [Employee's Name],

We are pleased to inform you that [Company Name] is willing to sponsor your visa application for the position of [Job Title].

1. ****Job Title****: [Job Title]

2. ****Job Description****: [Brief description of job responsibilities]

3. ****Salary****: [Salary offered]

4. ****Employment Type****: [Full-time/Part-time/Contract]

5. ****Duration of Employment****: [Specify duration]

As part of this sponsorship, [Company Name] will provide the necessary documents and support for your application process. We are committed to ensuring your transition is as smooth as possible.

Please feel free to reach out for any additional information or clarification needed for your visa application.

We look forward to having you as part of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Company Seal/Stamp, if applicable]