

[Your Company's Letterhead]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Work Permit Application Support Letter

Dear [Recipient's Name],

We are pleased to confirm that [Employee's Full Name] has been employed with [Company Name] since [Start Date]. This letter serves to support their application for a work permit for the position of [Job Title].

[Employee's Full Name] is a valuable member of our team, where they are responsible for [Brief Description of Job Responsibilities]. Their employment is crucial to the success of our operations, and we value their skills and contributions.

We kindly request your assistance in processing their work permit application. If you require any further information, please feel free to contact us 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]