

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for a work permit to [country/region]. [He/She/They] has been employed at [Your Company/Organization Name] as a [Job Title] since [Start Date]. During this time, [he/she/they] has demonstrated exceptional skills and commitment to [specific duties or projects].

[Insert a paragraph detailing the applicant's qualifications, skills, and contributions to the organization, including any relevant achievements or experiences that support the work permit application.]

Based on [his/her/their] consistent performance and dedication, I firmly believe that granting [Applicant's Name] a work permit will not only benefit [him/her/them] but also significantly contribute to our organization and the wider community.

Thank you for considering this recommendation. Please feel free to contact me if you require any further information or clarification.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]