

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Work Permit Application

Dear [Recipient's Name],

We are pleased to confirm the employment of [Employee's Full Name] in the position of [Job Title] at [Company Name] located at [Company Address].

This letter serves as a formal request for a work permit for [Employee's Nationality/Citizenship] to be employed by our organization.

****Employee Details:****

- Full Name: [Employee's Full Name]
- Date of Birth: [Employee's Date of Birth]
- Position: [Employee's Position]
- Employment Start Date: [Start Date]
- Employment Duration: [Duration of Employment]

****Company Details:****

- Company Name: [Your Company Name]
- Company Address: [Company Address]
- Contact Number: [Contact Number]
- Email: [Company Email]

We believe that [Employee's Full Name] will be a valuable asset to our team due to their skills and experience in [mention relevant skills or qualifications]. We appreciate your prompt attention to this matter and look forward to your positive response regarding the work permit application.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]