

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Work Permit Confirmation

Dear [Employee's Name],

We are pleased to confirm your work permit application for your position as [Job Title] with [Company Name]. Your work permit is effective from [Start Date] to [End Date].

Please ensure that you comply with all regulations and requirements outlined by [Appropriate Authority] during your employment with us.

If you have any questions regarding your work permit or employment conditions, please do not hesitate to contact our HR department at [HR Contact Information].

Congratulations and welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]