

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Country]

Subject: Work Permit Application

Dear [Employee's Name],

We are pleased to inform you that we would like to extend an offer of employment to you for the position of [Job Title] at [Company Name]. As part of your employment, we will be sponsoring your application for a work permit in [Country/Region].

Details of Employment:

- Job Title: [Job Title]
- Department: [Department Name]
- Start Date: [Proposed Start Date]
- Duration of Employment: [Duration]
- Salary: [Salary Amount]

As an employee of [Company Name], you will be expected to [briefly describe job responsibilities]. We believe your skills and experiences will be valuable to our team.

In order to facilitate your work permit application, please provide us with the following documents at your earliest convenience:

1. Copy of your passport
2. Updated CV/resume
3. Any additional documents as required by the [Country] immigration authority

Once we have received the necessary documents, we will begin the process of applying for your work permit. Please note that the processing time may vary based on local regulations.

If you have any questions or require further information, please do not hesitate to contact [Contact Person's Name] at [Contact Phone Number] or [Contact Email Address].

We look forward to welcoming you to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]