

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Government Agency/Department Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Employee's Name] for a work permit to [specific type of work or employment] in [Country/Location]. [Employee's Name] has been employed with us as [Employee's Job Title] since [Start Date], and during this time, they have consistently demonstrated exceptional skills in [mention specific skills, experiences, or contributions].

In [his/her/their] role, [Employee's Name] has [describe responsibilities and achievements]. I believe that granting [him/her/them] a work permit will not only greatly benefit [the employee, field, or company] but also contribute positively to the [local community/economy].

[Employee's Name] is a dedicated, hardworking individual with a strong commitment to [his/her/their] professional growth and the success of our team. [He/She/They] possesses all the necessary qualifications and experience to excel in [specific tasks or projects] and will be a valuable asset in [his/her/their] position.

I wholeheartedly support [Employee's Name]'s application for a work permit and urge you to consider [his/her/their] case favorably. If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]
[Your Company/Organization Name]