

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

Dear [Recipient's Name],

I am writing to express my support for [Employee's Name]'s application for a work permit. As [his/her/their] [Your Relationship to the Employee, e.g., supervisor, manager], I have had the pleasure of working closely with [Employee's Name] since [Date].

[Employee's Name] has demonstrated exceptional skills in [specific skills or areas of expertise] and has been an invaluable asset to our team.

[He/She/They] has contributed to [specific projects or achievements] and has shown commitment to [Company Name] and our mission.

Granting [Employee's Name] a work permit would not only benefit [him/her/them] personally, but it would also enhance our team's capabilities and drive our goals forward. I am confident that [his/her/their] continued presence in our workforce is crucial.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]