

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Work Permit Verification

Dear [Recipient Name],

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] and holds a valid work permit issued by [Issuing Authority].

- **Employee Name:** [Employee's Name]

- **Position:** [Employee's Position]

- **Work Permit Number:** [Work Permit Number]

- **Work Permit Expiry Date:** [Expiry Date]

[Employee's Name] has been employed with us since [Employment Start Date] and is authorized to work in [Country/Region].

Please feel free to contact us at [Company Phone Number] or [Company Email Address] for any further information or verification.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]