

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Support for [Employee's Name] ZJ Visa Application

We, [Company Name], located at [Company Address], are writing to confirm our support for [Employee's Name], who has been employed with us since [Start Date] as a [Employee's Position].

[Employee's Name] is applying for a ZJ visa to [briefly explain the purpose of the visa, e.g., work or project details] in [Location/Country]. Their role is crucial to our operations, and they possess the necessary skills and qualifications, including [mention any relevant qualifications, experience, or skills].

We fully support their visa application and assure you that [Employee's Name] will comply with all regulations and requirements during their stay in [Location/Country].

Should you require any further information or clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]