

[Your Company Letterhead]

[Date]

[Chinese Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Visa Sponsorship Letter for [Employee's Full Name]

Dear Consular Officer,

We are pleased to confirm that [Employee's Full Name], holding the passport number [Passport Number], has been employed with [Company Name] as a [Job Title] since [Employment Start Date].

We wish to sponsor [his/her/their] application for a Z visa to work at our company in [City, Province, China].

Details about the employee are as follows:

- Employee's Position: [Job Title]
- Employment Start Date: [Start Date]
- Contract Duration: [Duration]
- Salary: [Salary Amount]

[Company Name] is [a brief description of the company, including the nature of business, duration of operation, etc.]. We believe that [Employee's Full Name] brings valuable skills and experience that are crucial for our team's success.

We assure you that [Employee's Full Name] will comply with all Chinese regulations and laws during their stay in China.

Please feel free to contact us at [Phone Number] or [Email Address] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]