

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Country]

Subject: Invitation Letter for ZJ Visa Application

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as a [Position Title]. This letter serves as an official invitation for you to apply for the ZJ visa, which will allow you to [briefly describe purpose, e.g., work at our branch in China].

Company Details:

- Company Name: [Company Name]
- Address: [Company Address]
- Phone: [Company Phone Number]
- Email: [Company Email Address]
- Business License Number: [Business License Number]

Position Details:

- Job Title: [Position Title]
- Employment Start Date: [Start Date]
- Duration of Employment: [Duration/Indefinite]
- Salary: [Monthly/Annual Salary]

We confirm that you will be employed under the terms and conditions that comply with all relevant local laws and regulations. We support your application for a ZJ visa and look forward to your contributions to our team.

Please feel free to reach out if you require any further information or assistance regarding your visa application.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature (if sending a hard copy)]

[Contact Information]