

[Your Company Letterhead]

[Date]

[Consulate/Embassy Name]

[Consulate/Embassy Address]

[City, State, Zip Code]

Subject: ZJ Visa Sponsorship Letter

Dear Sir/Madam,

I, [Your Name], the [Your Position] of [Your Company Name], am writing this letter to formally sponsor [Employee's Full Name], who has been offered a position as [Job Title] with our company. We are requesting a ZJ visa for [him/her/them] to facilitate [his/her/their] employment in [Country].

[Employee's Full Name] will be responsible for [brief description of job responsibilities] and is expected to contribute significantly to our team. [He/She/They] possess[es] the skills and qualifications necessary for this role, including [mention relevant qualifications or experience]. Our company is committed to complying with all local regulations and ensuring that [Employee's Full Name] adheres to the terms of the visa. We will provide [him/her/them] with [details about salary, benefits, and any support provided].

We appreciate your consideration of this sponsorship request and look forward to your positive response. If you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]