

[Your Company's Letterhead]

[Date]

[Consulate/Embassy Address]

[City, State, Zip Code]

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

To Whom It May Concern,

We, [Your Company's Name], located at [Company Address], are pleased to inform you that we are sponsoring [Employee's Name] for a ZN visa to work as a [Job Title] in our organization.

[Employee's Name] has been an integral part of our team since [Employee's Start Date], and we believe their skills and expertise will greatly benefit our operations. They will be involved in [brief description of job responsibilities].

We assure you that [Your Company's Name] will take full responsibility for [Employee's Name] during their stay in [Country]. Attached to this letter, you will find the necessary documentation supporting this sponsorship, including [mention any documents such as employment verification, financial statements, etc.].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Company Phone Number]

[Company Email Address]

[Attachments: Document List]