

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: ZR Visa Sponsorship Letter

Dear [Recipient's Name],

We are pleased to inform you that [Company Name] has decided to sponsor your application for a ZR visa for employment. This letter serves to confirm our intention and support for your visa process, intended to facilitate your upcoming position as [Job Title] within our organization. Details of your employment and sponsorship are as follows:

- **Applicant Name:** [Your Full Name]
- **Position:** [Job Title]
- **Department:** [Department Name]
- **Duration of Employment:** [Start Date] to [End Date or "Indefinite"]
- **Salary:** [Salary Amount]

[Company Name] is committed to providing you with all necessary assistance for your visa application, including any required documentation or correspondence with the immigration authorities.

We look forward to welcoming you to our team and are excited about the contributions you will make to [Company Name]. Should you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]