

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Sponsorship Letter

We are pleased to inform you that [Your Company Name], located at [Company Address], is willing to sponsor your visa application for employment in the position of [Job Title] with us.

As part of our commitment to supporting international talent, we confirm that we will cover all necessary costs associated with the visa application process, including [mention any specific costs or services that will be covered, if applicable].

Details of employment are as follows:

- Job Title: [Job Title]
- Job Description: [Brief description of the job responsibilities]
- Employment Start Date: [Start Date]
- Duration of Employment: [Duration]

We believe that your skills and qualifications will be a valuable addition to our team. Please feel free to reach out if you have any questions or need further assistance with the visa process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]