

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Country]

Dear [Employee's Name],

Subject: Visa Sponsorship for [Position Title]

We are pleased to inform you that [Company Name] is willing to sponsor you for the [specific visa type] to enable you to work with us in Queensland, Australia.

Details of the Sponsorship are as follows:

- ****Position Title****: [Job Title]
- ****Department****: [Department Name]
- ****Start Date****: [Proposed Start Date]
- ****Duration of Employment****: [Length of Employment]
- ****Salary****: [Salary Details]

As part of this sponsorship, we will assist you in the application process and ensure you meet all requirements set forth by the Australian Department of Home Affairs.

Please sign and return a copy of this letter as confirmation of your acceptance of the sponsorship.

Should you have any questions, feel free to contact me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosures: any relevant documents]