

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Visa Recommendation Letter

I am writing to formally endorse [Employee's Full Name], who has been offered the position of [Job Title] at [Company Name]. This letter serves to support their application for an employment visa to work in Uganda.

[Employee's Full Name] is a [mention qualifications, e.g., skilled professional/experienced engineer] with [number] years of experience in [specific field or industry]. Their skills in [list relevant skills or expertise] make them an invaluable addition to our team.

[In this paragraph, provide details about the employee's role, responsibilities, and why their employment is essential for the company.]

We believe that granting an employment visa to [Employee's Full Name] will contribute significantly to our operations and support our objectives in Uganda.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]