

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Work Permit Sponsorship

We are pleased to inform you that [Company Name] will be sponsoring your application for a work permit. This letter serves as an official confirmation of our intention to provide the necessary support for your employment with us.

Position Title: [Job Title]

Department: [Department Name]

Employment Start Date: [Start Date]

Duration of Employment: [Duration/Term]

As part of the sponsorship, we will assist you in obtaining all required documentation and will provide any necessary financial support to cover application fees associated with the work permit process.

We kindly request that you provide us with any documents needed to facilitate this sponsorship. Please feel free to reach out to us at [Contact Information] for any further assistance or clarification regarding this process.

Thank you for choosing to join our team, and we look forward to helping you start your journey with [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]