

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Immigration Office/Authority Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing on behalf of [Employee's Name], who has been employed with [Company Name] as a [Job Title] since [Start Date]. We are pleased to support [his/her/their] application for a work permit to continue [his/her/their] valuable contributions to our team.

[Employee's Name] has demonstrated exceptional skills in [mention specific skills or contributions], significantly benefiting our operations. [He/She/They] has been essential in [briefly explain projects or responsibilities].

We are fully committed to retaining [Employee's Name] in our organization and are confident that [his/her/their] expertise will continue to drive our success. We appreciate your consideration of this application and kindly ask for your support in approving the work permit.

If you require any further information or documentation, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]