

Residency Permit Application for Employment Purposes

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Organization/Department Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a residency permit for employment purposes. I have been offered a position as [Your Job Title] with [Company Name] starting on [Start Date]. In order to comply with local regulations, I need to obtain a residency permit.

Attached to this letter are the necessary documents supporting my application, including my employment contract, proof of identity, and any other required paperwork as per your guidelines.

I appreciate your consideration of my application and look forward to your prompt response. If you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]