

Employment Support for Government Assistance

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide my support for [Employee Name], who is applying for government assistance. I have had the pleasure of working with [Employee Name] at [Company Name] since [Start Date]. During this time, I have witnessed their dedication and hard work, even in challenging circumstances.

[Employee Name] has consistently demonstrated [mention specific skills or attributes relevant to their role], which has greatly contributed to our team's success. Unfortunately, due to [reason for assistance, e.g., layoffs, medical issues, etc.], they are currently facing difficulties that necessitate external support.

I strongly believe that [Employee Name] would benefit substantially from the assistance provided by your agency, and they have my full support in their application process. If you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this request.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]