

Work Permit Renewal Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company Name]

Subject: Notification for Work Permit Renewal

Dear [Employee's Name],

We hope this message finds you well. This letter serves as a notification that your work permit is due for renewal on [Insert Expiration Date]. To ensure uninterrupted employment, please begin the renewal process at your earliest convenience.

Important Information:

- Current Work Permit Expiration Date: [Insert Expiration Date]
- Documents Required: [List of Required Documents]
- Deadline for Submission: [Insert Deadline]

If you have any questions or require assistance with the renewal process, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]