

# Letter of Professional Affirmation

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to affirm that [Employee's Full Name] has been employed with [Your Company Name] as a [Employee's Job Title] since [Date of Employment]. [He/She/They] has consistently demonstrated [his/her/their] skills and professionalism in [specific tasks or projects].

This letter serves to support [Employee's Full Name]'s application for a temporary work visa. [He/She/They] is a valuable member of our team and will contribute significantly to our ongoing projects during [his/her/their] stay.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your attention to this matter.

Sincerely,

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