

Completion Letter for Temporary Job Authorization

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to inform you that [Employee Name] has successfully completed all requirements for temporary job authorization as of [Completion Date]. This includes fulfilling all necessary training, documentation, and compliance measures.

We appreciate your cooperation in this matter and look forward to continued compliance with all job authorization requirements.

Please feel free to contact us if you need further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Contact Information]