

# Work Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm that [Employee's Full Name], holding the position of [Job Title], is currently employed with [Company Name] located at [Company Address].

[Employee's Full Name] has been an integral part of our team since [Start Date] and has consistently demonstrated a high level of competence and professionalism in their role.

We are aware that [Employee's Full Name] is applying for a visa at the [Embassy Name] and requires work authorization as part of their application process. We support their application wholeheartedly and confirm that they are authorized to work for our organization.

If you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]