

Work Permit Documentation

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm that [Employee's Full Name], holding the position of [Employee's Job Title] at [Company's Name], has been granted a work permit for employment purposes.

Details of the work permit are as follows:

- Work Permit Number: [Insert Number]
- Date of Issue: [Insert Date]
- Expiration Date: [Insert Date]
- Job Description: [Describe Job Responsibilities]

This documentation is necessary for [Employee's First/Last Name] to process their application at your esteemed embassy.

Should you require any further information or clarification, please do not hesitate to contact us at [Company's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[Company's Contact Information]