

Notification of Post-Study Job Offer

Date: [Insert Date]

To: [Insert Embassy Name]

From: [Your Full Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Dear Sir/Madam,

I am writing to formally notify the embassy of my recent job offer following the completion of my studies in [Your Degree Program] at [University Name]. I have received an offer to join [Company Name] as a [Job Title], effective [Start Date].

This position aligns with my field of study and represents an important step in my professional career. I kindly request your assistance in facilitating the necessary visa documentation to allow me to start my employment as soon as possible.

Attached to this letter are copies of my job offer letter and other relevant documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]