

[Your Company Letterhead]

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm our sponsorship for your employment with [Company Name]. This letter serves to affirm our commitment to support your efforts in obtaining the necessary work visa to join our team.

Your position will be [Job Title] within the [Department Name], and your start date is scheduled for [Start Date]. We are excited to have you onboard and are confident that your skills will greatly contribute to our organization.

Please find enclosed the necessary documents that outline the details of your sponsorship. We encourage you to reach out to our HR department should you have any questions or require further assistance.

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]