

# Request for Overseas Employment Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization for overseas employment for a temporary position with [Company/Organization Name]. I have been offered the role of [Job Title] for the duration of [duration of employment] in [Location].

This position will not only enhance my professional skills but also contribute positively to [Company/Organization Name]'s goals by [briefly explain how you will contribute].

I kindly ask for your approval of my request for overseas employment authorization. I am committed to ensuring a smooth transition and compliance with all necessary regulations while abroad.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]