

[Date]

[Candidate Name]

[Candidate Address]

[City, Country]

Subject: Welcome and Immigration Sponsorship Confirmation

Dear [Candidate Name],

Welcome to [Company Name]! We are pleased to officially confirm that we will be sponsoring your [Visa Type, e.g., H-1B, Skilled Worker] visa for your role as [Job Title].

Our goal is to make your transition as smooth as possible. Below are the next steps in the immigration process:

- **Document Collection:** Please provide the documents listed in the attached checklist by [Date].
- **Legal Counsel:** You will be contacted by our immigration attorneys at [Law Firm Name] who will manage the filing of your petition.
- **Timeline:** We anticipate the filing process to take approximately [Number] weeks, pending government processing times.

Please note that your employment is contingent upon the successful approval of your work authorization and valid immigration status. We will keep you updated throughout each stage of the application.

If you have any questions regarding your relocation or the visa process, please contact [HR Contact Name] at [Email Address].

We are excited to have you join the team!

Best regards,

[Your Name]

[Your Title]

[Company Name]