

[Company Letterhead]

[Date]

To,
The Visa Officer,
[Embassy/Consulate Name or USCIS Address]
[City, State, Zip Code]

Subject: Letter of Support for [Visa Type, e.g., H-1B] Visa Sponsorship for [Employee Name]

Dear Visa Officer,

This letter is to confirm that [Company Name] wishes to sponsor [Employee Full Name] for a [Visa Type] visa to work in the United States as a [Job Title].

Employee Details:

- Full Name: [Employee Full Name]
- Passport Number: [Passport Number]
- Citizenship: [Nationality]
- Date of Birth: [Date of Birth]

Employment Details:

- Position Title: [Job Title]
- Employment Start Date: [Start Date]
- Annual Salary: \$[Amount] per year
- Work Location: [Company Address or Remote Location]

Job Responsibilities:

In this role, [Employee Name] will be responsible for [Briefly list 2-3 key duties].

We confirm that [Employee Name] possesses the necessary specialized skills, educational background, and professional experience required for this position. [Company Name] will comply with all Department of Labor and Immigration regulations regarding this employment.

We respectfully request your favorable consideration of this visa application. Should you require any further information, please feel free to contact the undersigned.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]

[Company Name]
[Phone Number]
[Email Address]