[Company Letterhead]

[Date]

[Embassy/Consulate/Immigration Authority Name]
[Address]
[City, Postcode]

**Subject: Support Letter for Temporary Assignment Work Permit - [Employee Full Name]**

Dear Sir/Madam,

This letter is to confirm that [Employee Full Name], holding passport number [Passport Number], is a permanent employee of [Current Company Name] in [Current Country] since [Start Date]. [He/She] currently holds the position of [Current Job Title].

[Employee Full Name] has been selected for a temporary work assignment at our [Branch/Partner Name] located in [Destination City/Country]. This assignment is scheduled to begin on [Start Date] and is expected to conclude on [End Date].

The primary objectives of this temporary assignment include:

- [Task/Project Description 1]
- [Task/Project Description 2]
- [Task/Project Description 3]

During this period, [Company Name] will remain responsible for [Employee Name]'s salary, health insurance, and all travel-related expenses. We guarantee that [he/she] will return to [his/her] home country and resume [his/her] regular duties upon the completion of this assignment.

We kindly request that you grant the necessary work permit to facilitate this temporary professional transfer. Should you require any further information, please contact me at [Phone Number] or [Email Address].

Yours faithfully,

[Signature]

[Full Name of Supervisor/HR Manager]
[Job Title]
[Company Name]