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**Work Authorization Letter For Immigration**

**John Doe**HR Manager  
Tech Solutions Inc.  
1234 Innovation Drive  
Boston, MA, 02118  
john.doe@techsolutions.com  
(555) 123-4567

August 5, 2024

**Immigration Officer**U.S. Citizenship and Immigration Services  
131 South Dearborn Street  
Chicago, IL, 60603

Dear Immigration Officer,

Subject: Work Authorization for Jane Smith - Passport Number A12345678

I am writing to confirm that Jane Smith has been offered a position at Tech Solutions Inc. as a Software Engineer. Jane has been employed with us since March 1, 2023, and is an integral part of our team.

**Employee Details:**

**Full Name:** Jane Smith

**Date of Birth:** February 14, 1990

**Nationality:** Canadian

**Passport Number:** A12345678

**Employment Details:**

**Position:** Software Engineer

**Department:** Research and Development

**Employment Status:** Full-Time

**Start Date:** March 1, 2023

**Salary:** $95,000 annually

**Job Description:** Jane is responsible for developing and maintaining software applications, collaborating with cross-functional teams to define project specifications, and ensuring the delivery of high-quality software products.

Jane has demonstrated exceptional skills and performance in her role. Her contributions are vital to the success of our projects and operations. Given her qualifications and the critical nature of her role, we strongly support her application for work authorization.

Our company is committed to complying with all immigration laws and regulations. We are prepared to provide any further documentation or information that may be required to facilitate this process.

Thank you for your attention to this matter. We appreciate your prompt consideration of Jane Smith's work authorization application. Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

**John Doe**HR Manager  
[Signature]