
Work Authorization Letter For Immigration

John Doe

HR Manager

Tech Solutions Inc.

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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]