**Reference Letter For a Working Visa**:

(insert company address)

(insert contact details)

(insert recipient address)

(insert date)

Dear Sir/Madam,

This letter is to confirm that (employee´s name) is employed by (company name) and has been since (date of arrival) on a permanent basis. (employee´s name) holds a (nationality) passport, therefore, will require a visa for (extension of work/travel/permanent residence).

At (company name), (employee name) works under my supervision undergoing tasks such as (give details). As a representative of the company, (employee name) is sometimes required to travel around or out of the country for (give reasons). However, it is understood that (employee name) is a responsible and trustworthy member of our company.

(company name) has been and is happy to continue to cover the costs of housing/transportation/insurance for (employee name) or to come to an agreement where both parties are satisfied. I request a (name the type of visa) visa for (employee name) for (country the visa is needed for).

If there are any outstanding questions on this matter, feel free to contact me (give contact details).

Yours faithfully,

(insert first name and last name)

(insert job title)

(company name)

(contact details)