

Invitation Letter for Tourist Visa with Employment Sponsorship

Date: [Insert Date]

To,
The Consular Officer
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, Country]

Subject: Invitation Letter for Tourist Visa (Employment Sponsorship) â€“ [Applicant's Full Name]

Dear Sir/Madam,

I am writing to formally invite [Applicant's Full Name], holding passport number [Applicant's Passport Number], to visit [Country Name] for tourism purposes. I am [Your Full Name], employed as [Your Position] at [Company Name], located at [Company Address]. Our company is pleased to act as the sponsor for [Applicant's Full Name] during their stay in [Country Name].

Applicant's Details:

Name: [Applicant's Full Name]
Position: [Applicant's Job Title]
Department: [Applicant's Department]
Employee ID: [Applicant's Employee ID, if applicable]
Duration of Employment: [Start Date] â€“ present

[Applicant's Full Name] is a valued employee and will be visiting [Destination/City] from [Intended Date of Arrival] to [Intended Date of Departure] for leisure and tourism purposes. The purpose of this visit is strictly recreational, after which [he/she/they] will return to [his/her/their] duties at [Company Name].

We assure you that [Applicant's Full Name] will continue to be employed with us upon return, and we have approved [his/her/their] leave of absence for this period. Should additional information about [his/her/their] employment status or our organization be required, please feel free to contact us.

Sponsorship and Financial Guarantee:

Our company will support [Applicant's Full Name] financially for the duration of their stay, including accommodation, travel expenses, health insurance, and any incidental costs. We guarantee that [applicant] will comply with the laws and visa conditions of [Country Name].

Kindly consider this letter as formal evidence of employment and sponsorship, and grant [Applicant's Full Name] the necessary tourist visa to enter [Country Name].

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]
[Company Seal or Stamp, if applicable]