

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Verification of Visa Status and Work Authorization

Dear [Candidate Name],

In connection with your application for the position of [Job Title] at [Company Name], we require verification of your current visa status and authorization to work in [Country Name].

To proceed with the hiring process, please provide the following information and documents:

- Current Visa Type/Category: [e.g., H-1B, F-1 OPT, L-1]
- Visa Expiration Date: [Date]
- Copy of valid Passport
- Copy of current I-94 record (if applicable)
- Copy of Employment Authorization Document (EAD), if applicable

Please confirm if you will require [Company Name] to provide visa sponsorship now or at any point in the future to maintain your work authorization.

Please submit these documents to [Department/Contact Person] by [Deadline Date]. All information provided will be kept confidential and used solely for the purpose of verifying your eligibility for employment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]