

An official **WP32 approval letter** from the Thai Ministry of Labour looks like a formal administrative document. You can see examples of what this pre-approval letter format looks like in the image carousel above.

When reviewing your copy, look for these specific visual markers to ensure it is authentic:

Key Visual Identifiers

- **The Royal Garuda Emblem:** A prominent black-ink emblem of the mythical Thai Garuda bird will always be centered at the very top of the page.
- **The Header Text:** The right side of the header will feature the official government department name in Thai script, usually detailing the **Department of Employment** (กรมการจัดหางาน) and the specific provincial or Bangkok zone office that processed the file.
- **Numbered Structure:** The body of the text typically features numbered bullet points. These paragraphs specify your name, passport number, and your employer's company name to formally confirm that your work permit application has been pre-approved.
- **Official Signature and Stamp:** The bottom right of the page will feature the blue ink signature of the authorized registrar along with an official round, blue government stamp or seal confirming its validity.

Note: Your prospective employer will usually handle this application locally in Thailand and send you a digital PDF scan.

(see the pages below)

[ROYAL GARUDA EMBLEM]

No. Lb 0503 / V. 1234

Department of Employment
Mitmaitri Road, Din Dae
Bangkok 10400

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Date: June 15, 2026

Subject: Pre-approval of Work Permit for Foreign National (Form WP.32)
The Royal Thai Embassy / Consulate-General (Tokyo, Japan)

The Department of Employment, Ministry of Labour, has reviewed the application
submitted by [EMPLOYER/COMPANY NAME], Request No. 98765, seeking permission to employ
foreign national to work in the Kingdom of Thailand.

We are pleased to inform you that approval has been granted for:

Name: MR. JOHN DOE
Nationality: American
Passport No: A12345678
Position: Senior Software Engineer
Sponsoring Co.: ABC TECHNOLOGY CO., LTD.

The aforementioned applicant is permitted to apply for a Non-Immigrant Category
(Business) Visa to enter the Kingdom of Thailand for employment purposes.

Upon arrival in Thailand, the applicant must report to the Department of Employment
within fifteen (15) days to formally receive the physical work permit booklet.

Respectfully yours,

[Signature]

(Authorized Registrar)

Office of Foreign Workers Administration

[OFFICIAL ROUND BLUE SEAL]



สำนักงานจัดหางานจังหวัด

ที่

เรื่อง การขอรับใบอนุญาตทำงาน

เรียน

อ้างถึง คำขอรับใบอนุญาตทำงาน

ตามที่ขอรับใบอนุญาตทำงาน... (faded text)

ขอเรียนแจ้งว่า... (faded text)

- ๑. ... (faded text)
- ๒. ... (faded text)
- ๓. ... (faded text)
- ๔. ... (faded text)
- ๕. ... (faded text)

ขอเรียนแจ้ง... (faded text)

... (faded text)