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| **Embassy of (insert Country)**  Address of Embassy |  | Name |  |
| Department |  |
| Mobile |  |
| Mail |  |
| Your letter of |  |
| Our reference |  |
| Date |  |

Visa application for (insert your FULL NAMES)

Confirmation of employment

Dear Sir/Madam

This is to confirm that (insert your names) (Passport number: …..) has been in the employment with (name of company ) since (date of employment).

(insert your names) in her/his capacity as an (insert your position in the company) for (insert department) at (name of company) has been authorized to take annual leave from (insert leave days) and will resume her/his duties upon her/his return. We take note of the fact that (insert your names) advised that she/he would be visiting (insert country) during this time.

(insert your names) will remain on the (name of company) Payroll.

Should you require any further information regarding this matter, please do not hesitate to contact the undersigned.

With best regards

(your manager or head of HR name)

(managers title)

**(name of company)**