**[Company Letterhead]**

*Day, Month, Year.*

To Whom It May Concern,

I am writing on behalf of [company’s name…], a company located at [address…], to express our strong support for the visa application of [applicant’s name…], who has accepted a position with us as a [position…].

He/she has been employed with us since [day/month/year…]. He/She is a valuable member of our team and have consistently demonstrated dedication and professionalism.

Here are the specific details regarding [applicant’s name…]:

* Name:
* Passport Number:
* Job Title:
* Salary:
* Length of Employment:
* Type of Employment:

He/She is authorized to take [number…] of days off for his trip. I approve their absence during this period and confirm that their position will be held for him upon their return.

I am confident that he will adhere to the terms of their visa and return to their home country after the trip. If you require any further information or clarification, please feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Sign and Stamp]

[Company Name]

[Contact Information: Phone Number and Email Address]