

# Reference Letter Sample from Employer for Visa Application

This **reference letter sample from employer for visa application** serves as a formal document verifying the applicant's employment status, job role, and duration of work. It highlights the employee's skills, reliability, and character to support their visa application process. Typically, this letter includes details such as the company's contact information, the employee's position, salary, and the purpose of travel, providing credible proof to immigration authorities that the applicant maintains steady employment and intends to return after their visit.

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## [Company Letterhead]

**Date:** [DD/MM/YYYY]

**To:** [Embassy/Consulate Name]

**Address:** [Embassy Address]

**Subject: Reference Letter for Visa Application â€“ [Employee's Full Name]**

Dear Sir/Madam,

This is to confirm that [Employee's Full Name] has been employed with [Company Name] as a [Job Title] since [Employment Start Date]. Currently, [he/she/they] is a full-time employee and holds a crucial role within our organization.

[He/She/They] receives a monthly salary of [Currency][Amount]. During [his/her/their] tenure with us, [employee's first name] has demonstrated exceptional professionalism, dedication, and reliability in the fulfillment of assigned duties. [He/She/They] has consistently maintained a positive attitude and strong work ethic throughout [his/her/their] employment.

[Employee's Name] has requested leave from [Start Date] to [End Date] to travel to [Destination Country] for [purpose of visit, e.g., tourism, attending a conference]. We have approved this leave, and [he/she/they] is expected to resume work on [Return Date].

We kindly request that you grant [Employee's Name] the necessary visa to facilitate this travel. Please feel free to contact us should you require any additional information or clarification regarding [his/her/their] employment.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

**Phone:** [Contact Number]

**Email:** [Official Email Address]

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*Note: Please replace the text within brackets [ ] with the appropriate details before printing or submitting the letter.*