

Service Certificate for Visa/Immigration Purposes

[Company Letterhead]

CERTIFICATE OF EMPLOYMENT

Date: [Date]

To: [Embassy/Immigration Authority Name]

Subject: Employment Verification for [Employee Name] - Passport No. [Number]

This letter serves to verify the employment details of Mr./Ms. [Employee Full Name], Passport Number [Number], Nationality [Country].

Employment Details:

- Position: [Job Title]
- Employment Period: [Start Date] to [End Date/Present]
- Employment Status: [Full-time/Part-time/Contract]
- Monthly Salary: [Currency] [Amount]
- Department: [Department Name]

Mr./Ms. [Employee Name] is a valued member of our organization and has been granted leave from [Date] to [Date] for [purpose of travel]. They are expected to resume their duties on [Return Date].

The company confirms that [Employee Name]'s position will remain secure during their absence, and they will continue to receive their regular salary. All travel expenses are being [borne by the employee/sponsored by the company].

This certificate is issued to support their visa application for travel to [Destination Country].

For any verification or additional information, please contact our Human Resources Department.

Respectfully,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Phone Number]

[Email Address]

[Company Seal/Stamp]

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