

Sample Proof of Employment Letter

Visa Section
[enter name of Embassy]
[enter address of Embassy]

[enter date]

Dear Visa Officer,

This letter is to confirm that the following employee is travelling to [enter country] on holiday. We confirm the following details:

Full name: [enter name as in passport]
Nationality: [enter nationality]
Job Title: [enter position in company]
Date of employment: [enter employment start date]
Travel dates: [enter travel dates]
Return to UK date: [enter date of return to UK]
Resuming duties on: [enter date of return to work]

Please grant a tourist visa to our [enter applicant's name] so that s/he may travel.

Yours faithfully,

[Signature]

[Signee's name and job title]