

[Company Letterhead / Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

To: [Embassy/Consulate Name]
[Visa Section Address]
[City, Country]

Subject: Verification of Employment and Approved Leave of Absence

Dear Visa Officer,

This letter is to confirm that **[Employee Name]** is a full-time employee at **[Company Name]**. **[He/She/They]** currently holds the position of **[Job Title]** and has been employed with us since **[Start Date]**. **[Employee Name]** receives an annual salary of **[Salary Amount]**.

We are writing to verify that **[Employee Name]**'s request for a leave of absence has been officially approved for the purpose of a holiday to **[Country Name]**. The approved leave period is from **[Start Date of Leave]** to **[End Date of Leave]**.

We expect **[Employee Name]** to return to **[his/her/their]** duties on **[Return to Work Date]**. Please be assured that **[Employee Name]** will remain an employee of **[Company Name]** throughout the duration of this trip.

If you require any further information or verification regarding this employment, please feel free to contact us at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Signature]

[Name of Supervisor or HR Manager]
[Job Title]
[Company Name]