

[Company Letterhead]

[Date]

To: [Embassy/Consulate Name]
[Address of the Embassy/Consulate]
[City, Country]

Subject: Income Verification for [Employee Full Name]

Dear Visa Officer,

This letter is to certify that [Employee Full Name], holder of passport number [Passport Number], is a permanent employee at [Company Name]. [He/She] has been employed with us since [Start Date] and currently holds the position of [Job Title].

Regarding [his/her] financial standing, we confirm the following details:

- **Gross Annual Salary:** [Amount and Currency]
- **Net Monthly Salary:** [Amount and Currency]

We have approved [Employee Name]'s leave of absence for a period of [Number] days, from [Start Date] to [End Date], for the purpose of a holiday in [Name of Country]. [He/She] is expected to return to work on [Return Date].

Should you require any further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Signatory]
[Title/Position]
[Company Stamp]