(From)

Name of the Employer,

Full Address of your company

(Today’s date)

(To)

Full Address of the Embassy/Consulate

Subject: No Objection Certificate for (Employee’s Name)

Dear Sir/Madam,

This letter is to confirm that Mr. /Mrs. \_\_\_\_\_\_\_\_\_ is an employee with our company since \_\_\_\_\_ on a full-time basis. He is currently working as a \_\_\_\_\_\_\_\_(designation) at \_\_\_\_\_\_\_\_(company name) and his annual salary is USD \_\_\_\_\_ P.A.

Mr. /Mrs. \_\_\_\_\_\_ has expressed his/her interest in visiting \_\_\_\_\_\_\_(name of the country you’re visiting) for leisure and tourism purpose. Our company has no objection regarding his visit to \_\_\_\_\_\_(name of the country) for \_\_\_\_\_ days.

I’d also like to let you know that his/her leaves have been approved from \_\_\_\_\_\_ (leave starting date) to \_\_\_\_\_\_\_(leave ending date) for this overseas trip. We’re expecting Mr./Mrs.\_\_\_\_\_\_\_ to report for work on \_\_\_\_\_ (date) on the expiry of his approved leave.

If your office requires any further details for enquiry, please feel free to contact us.

Yours sincerely,

(Undersigned, with round seal of the office/department along with stamp)

Name of the employer:

Designation: Company Name:

(From)

Name of the Employer,

Full Address of your company

(Today’s date)

(To)

Full Address of the Embassy/Consulate

Subject: No Objection Certificate for (Employee’s Name)

Dear Sir/Madam,

This letter is to formally introduce Mr./Mrs.\_\_\_\_\_\_\_, who holds the position of \_\_\_\_\_\_ (designation) with \_\_\_\_\_\_\_\_\_\_\_(name of the company), is visiting \_\_\_\_\_\_\_\_(city and country) on \_\_\_\_\_\_ (date). We do not have any objection regarding his overseas business visit.

During his stay in \_\_\_\_\_\_(country), Mr. /Mrs. \_\_\_\_\_\_\_\_\_\_\_ will be attending certain business meetings with \_\_\_\_\_\_\_\_\_ (name of client) as a representative of our company.

Since the meetings are strictly related to sales, it would not involve any kind of technical training or assistance. The stay in \_\_\_\_\_\_\_ (country) would not exceed the legally permitted period, and Mr.\_\_\_\_\_\_\_ does not have any intentions of immigrating to \_\_\_\_\_\_(country).

Furthermore, the company is completely taking responsibility of all the expenses during his stay in \_\_\_\_\_\_\_(country), including the flight tickets from \_\_\_\_\_\_(home country) to \_\_\_\_\_(visiting country) and back.

Your assistance in granting him a visa would be greatly appreciated.

Yours sincerely,

(Undersigned, with round seal of the office/department along with stamp)

Name of the employer:

Designation: Company Name: