

Embassy Address

Date and location

Dear Sir or Madam,

This is to certify that Mr/Ms/Mrs [full name] with [nationality] nationality bearer of passport number [passport nr] issued on [date of issue] by [issuing authority] is an employee of our company, [company name] since [date of employment] with the position of [position]

[Full name] is going to visit [inviting company name] in [city, country] for [purpose of visit] during [start date of visit] to [end date of visit] and will require a [visa type] visa, valid for [duration of visit] days/weeks/months with [number of entries] entries.

During his/her stay in [country of destination], [full name] will attend contacts with [contact person] with the following contact details [contact details of the contact person] at [inviting company name]

[Guaranteeing company] in [employers country] takes full responsibility economically and otherwise for [full name of traveler] during their stay in [country of destination]

We further confirm that [full name of traveler] will not receive any remuneration during their visit in [country of destination] and that he/she will be granted a return ticket back to [country of employer]

Sincerely,

[signature]

[company seal]

[printed name]

[position]

[company name]
