

{{DD-MM-YY}}

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Employee Name **, EMP ID -** STI0XYZ is an employee of **Symphony** **Talent India Private Limited** since {{DD-MM-YY}} and his/her designation is {{XYZ}} .

He/She has applied for annual leave from {{DD-MM-YY }}to {{DD-MM-YY }}and that has been approved.

This letter is issued to XYZ at his/her request, in which he/she has stated of his/her requiring the same in connection with visa formalities in relation to his/her proposed travel to the XYZ (Country) .

***For* Symphony Talent India Pvt Ltd** Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parul Arora**

**Vice President - People Success**