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| **Employment Letter** | **(Current Date)** |
| **Name of the Employee:** (**First and Last Name**) | |
| **To whom it may concern** | |
| This is to certify that (**First and Last Name**) is currently employed with **(Company)**,registered in **(Company Country)** having registration number **(CR)**, since (**DD/MM/YYYY**) as a (**Position**) with the current salary of(**Salary**)per month.  She would like to proceed to (**Country**) for tourism purposes from (**Start Date**) to (**End Date**). We have no objection to the above-mentioned trip and we’re expecting (**First Name**) to report for work on (**End Date**) expiry of her approved leave.  If your office requires any further details for enquiry, please feel free to contact us. This letter has been issued at the request of (**First and Last Name**). | |
| Sincerely,  (P&C)  Head of People & Culture | |