

SAMPLE
++COMPANY LETTERHEAD++

Date: dd/mm/yyyy (**Issued within the recent 1 month of application date**).

The Visa officer-in-charge

Embassy of Japan

16 Nassim Road

Singapore 258390.

Subject: **Employment Certification for Visa Application to Japan.**

This serves to certify that the below-named person is an employee of our company.

Full Name <Employee's name>

Nationality <Nationality of employee>

Passport/ Nric No <Passport no/ Nric no>

Date Joined <dd/mm/yyyy>

Designation <Position in the company>

Salary <S\$ Salary/month>

*** Select an appropriate paragraph(s) from below.**

The above-mentioned employee will be visiting Japan from dd/mm/yyyy – dd/mm/yyyy (**delete where applicable**) to attend business meetings/ conference/ workshop/ training/ for family visit/ company incentive trip/ medical tourism/ personal vacation.

The above-mentioned employee will be travelling to Japan from dd/mm/yyyy-dd/mm/yyyy for vacation. This employment certification is being issued upon the request of (**delete where applicable**)

Mr/Miss _____ as supporting document for (delete where applicable) his/ her spouse's/ parent's/ child/ sibling's/ Foreign Domestic Worker visa application to Japan.

*** Select an appropriate paragraph(s) from below.**

All expenses incurred during this trip will entirely be borne by the company.

All expenses incurred during this trip will entirely be borne by the above-mentioned employee.

<SIGNATURE OF COMPANY ADMINISTRATORS>

<FULL NAME>

<DEPARTMENT/DESIGNATION>

<COMPANY SEAL>