

**On Company letter head**

Date-

To,  
The visa officer,  
Singapore Consulate,  
Chennai

Subject: leave of absence.

Dear sir/madam,

This is to Certify that Mr. /Ms. /Mrs. (**Applicant's Full Name**) is working with (**Name of the Company**) as (**Complete Designation**) since (**date/Month/year**) and (**salary**) (**leave taking date**) and (**leave ending date**).

Authorized signature

Full Name of Signatory

Designation

Seal/ stamp of company (optional)