

## HOW TO USE THIS TEMPLATE

1. Make a copy of this document.
2. Replace every [blue placeholder] with your information.
3. Delete this instruction box before printing.
4. Have your employer or client sign the letter.
5. Save as PDF before submitting to immigration or travel authorities.

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[Date – e.g., March 7, 2026]

To Whom It May Concern:

### Approval of Leave

This letter confirms that [Employee Full Name], currently serving as [Job Title] at [Company Name], has been granted official leave from [Leave Start Date] to [Leave End Date]. [Mr./Ms. Last Name] is expected to return to duty on [Return Date].

The leave request was formally submitted on [Request Date] and has been reviewed and approved. This letter, issued on [Date of This Letter], serves as official documentation supporting [his/her] international travel to [Destination Country].

During this period, [Mr./Ms. Last Name] is authorized to be temporarily away from [his/her] responsibilities, with proper coverage arrangements made to maintain operational continuity.

This document is issued at [his/her] request to serve as supporting evidence for visa, immigration, and travel purposes.

Please note: this trip is **self-funded** by [Employee Full Name] and is not sponsored or financed by [Company Name].

For verification or further inquiries, please contact us at [Employer Email Address].

Certified true and correct,

[Signatory Full Name]

[Signatory Title – e.g., CEO, HR Manager]

[Company Name]

[Company Website]

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