

HOW TO USE THIS TEMPLATE

1. Make a copy of this document.
2. Replace every **[blue placeholder]** with your details.
3. Delete this instructions section before printing.
4. Have your client or employer sign the final version.
5. Save as PDF for submission to immigration or travel authorities.

[Date – e.g., March 7, 2026]

To Whom It May Concern:

Certificate of Engagement

This letter confirms that **[Contractor Full Name]**, a **[Nationality]** citizen, has been formally engaged by **[Company Name]** as an independent contractor since **[Start Date]**.

Nature of Work

[Role / Job Title – e.g., Virtual Assistant, Project Manager, Graphic Designer]

Engagement Details

- **Engagement Type:** **[Independent Contractor / Freelancer / Remote Worker]**
- **Work Hours:** **[Full-time (160 hours/month) or Part-time (X hours/month)]**
- **Payment Frequency:** **[Weekly / Bi-weekly / Monthly]**
- **Payment Method:** **[Wise, PayPal, Payoneer, Direct Deposit, etc.]**

Compensation

The contractor receives an approximate monthly compensation of **[Local Currency + Amount]** (approximately **[USD Amount]**). Payments are transferred to the contractor's designated account via **[Payment Method]**.

Engagement Status

The engagement is active and ongoing, subject to the terms of the service agreement between **[Contractor Full Name]** and **[Company Name]**.

Purpose of This Letter

This certificate is issued at the request of **[Contractor Full Name]** to support international travel to **[Destination Country]** from **[Travel Dates]**, and to serve as proof of ongoing professional engagement and regular income for visa and immigration purposes.

Please note: this travel is **self-funded** by **[Contractor Full Name]** and is not sponsored or financed by **[Company Name]**. The contractor is personally responsible for all travel-related costs including flights, accommodation, meals, and incidentals.

For any verification or follow-up, 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]