

NO OBJECTION CERTIFICATE FROM EMPLOYER FOR TOURIST VISA

(From)

Name of the Employer,

Full Address of your company

(Today's date)

(To)

Full Address of the Embassy/Consulate

Subject: No Objection Certificate for (Employee's Name)

Dear Sir/Madam,

This letter is to confirm that Mr. /Mrs. _____ is an employee with our company since _____ on a full-time basis. He is currently working as a _____(designation) at _____(company name) and his annual salary is Rs. _____ P.A.

Mr. /Mrs. _____ has expressed his/her interest in visiting _____(name of the country you're visiting) for leisure and tourism purpose. Our company has no objection regarding his visit to _____(name of the country) for _____ days.

I'd also like to let you know that his/her leaves have been approved from _____ (leave starting date) to _____(leave ending date) for this overseas trip. We're expecting Mr./Mrs. _____ to report for work on _____ (date) on the expiry of his approved leave.

If your office requires any further details for enquiry, please feel free to contact us.

Yours sincerely,

(Undersigned, with round seal of the office/department along with stamp)

Name of the employer:

Designation:

Company Name:

NO OBJECTION CERTIFICATE FROM EMPLOYER FOR BUSINESS VISIT VISA

(From)

Name of the Employer,

Full Address of your company

(Today's date)

(To)

Full Address of the Embassy/Consulate

Subject: No Objection Certificate for (Employee's Name)

Dear Sir/Madam,

This letter is to formally introduce Mr./Mrs._____, who holds the position of _____ (designation) with _____(name of the company), is visiting _____(city and country) on _____ (date). We do not have any objection regarding his overseas business visit.

During his stay in _____(country), Mr. /Mrs. _____ will be attending certain business meetings with _____ (name of client) as a representative of our company.

Since the meetings are strictly related to sales, it would not involve any kind of technical training or assistance. The stay in _____ (country) would not exceed the legally permitted period, and Mr._____ does not have any intentions of immigrating to _____(country).

Furthermore, the company is completely taking responsibility of all the expenses during his stay in _____(country), including the flight tickets from _____(home country) to _____(visiting country) and back.

Your assistance in granting him a visa would be greatly appreciated.

Yours sincerely,

(Undersigned, with round seal of the office/department along with stamp)

Name of the employer:

Designation:

Company Name: