

# No objection certificate (NOC) from employer

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**[This NOC should be on the company's letterhead]**

Date -

To,  
The Visa Officer,  
**[Country you are applying for]**

**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 **[Date of joining]** on a full-time basis. He is currently working as a **[designation]** at **[company name]** and his annual salary is [Visiting country's currency, *for e.g., USD, JPY, SGD*] \_\_\_\_\_ P.A.

Mr./Mrs. \_\_\_\_\_ has expressed his/her interest in visiting **[name of the country you're visiting]** for leisure and tourism purposes. 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**