

To: Embassy of (Nama kedutaan besar negara yang dituju]

LETTER OF STATEMENT

[Nomor surat]

This letter is to certify that:

Name : [Nama karyawan yang hendak mengurus visa perjalanan wisata]

ID Number : [Nomor KTP karyawan]

Passport Number : (Nomor passport karyawan]

Employee Number : (Nomor induk karyawan]

Position : (Jabatan karyawan]

Start working date : [Tanggal mulai bekerja]

Will be traveling to your country on [durasi perjalanan wisata di negara yang dituju]. This letter is issued for the purpose of VISA application and served as supporting letter only. This is personal travel and all cost of the travel will be covered by himself/herself.

Thank you for attention

[Nama Kota], [Tanggal pembuatan surat]

[tanda tangan]

[NAMA]

HRD Department