

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that ----- (EMP No. -----) is employed with us from ----- till date. He/She is currently designated as "-----"

This is to confirm that he/she has been granted leave from ----- to ----- and will be visiting Singapore on his/her personal capacity.

Our Organization has no Objection regarding ----- personal visit to Singapore.

We request you oblige him/her by granting the necessary visa.

Yours Sincerely,

-----,

Human Resources