\*\* COMPANY LETTERHEAD (with company address and contact number) \*\*

DATE

Visa Officer

Embassy of Japan 16 Nassim Road

Singapore 258390

SUBJECT : CERTIFICATION OF EMPLOYMENT

This serves to certify that the below-named person is an employee of our company.

Name: <EMPLOYEE’S NAME> (Helper’s Employer) Nationality: <NATIONALITY>

Passport No: <PASSPORT NO> Joined Date: <MONTH/YEAR> Designation: <POSITION>

Current Monthly Salary: <S$SALARY>

The said employee is going to Japan for business / for holiday trip**.**

<SIGNATURE OF COMPANY ADMINISTRATOR> FULL NAME

DEPARTMENT / DESIGNATION

CONTACT NUMBER