LETTERHEAD

Date:

**EMBASSY Name:
Address**

Certificate of Employment and Leave of Absence

This is certified that Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, holding passport number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is currently employed as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from (date) \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a salary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ peso monthly/annual.

The company has no objection to Mr./Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_travelling to Japan during this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ This letter is to support his Japan visa application.

Authorized Signatory,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_