

COMPANY LETTERHEAD

(Address, Tel/Fax number)

S a m p l e

Date

CONSULATE-GENERAL OF JAPAN
46F,One Exchange Square, 8 Connaught
Place, Central, Hong Kong

Dear Sir/Madam,

This is to certify that the below named visa applicant is an employee of our company.

Applicant: (Name)

Nationality:

Date of Birth:

Sex:

Joined Date (the date when the applicant joined the current company in Hongkong/Macau)

Position & Title:

Current Monthly Salary:

The applicant will go to Japan for Vacation/ Business Trip(describe the purpose briefly)/ Other purpose(describe the purpose briefly) from DD/MM/YY to DD/MM/YY. The applicant will return to our company on DD/MM/YY.

(Please clarify who will be responsible for the travel expenses during this trip, e.g.transportation, accommodation)

The expenses to be incurred during this trip will be paid by the company.

The expenses to be incurred during this trip will be paid by the applicant.

The expenses for() will be paid by (), the rest of the expenses to be incurred during this trip will be paid by the applicant.

Signature of Company Director General/ personnel manager

Name

Title

Authorized company chop

(Contact person's name)

(Contact number)