

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

Subject: No Objection — Travel of [EMPLOYEE FULL NAME]

To Whom It May Concern,

[COMPANY NAME] confirms that [EMPLOYEE FULL NAME], [NATIONALITY], passport number [PASSPORT NUMBER], is employed with us as [JOB TITLE] since [JOINING DATE] on a valid residence visa sponsored by the company.

The company has approved the employee's leave from [LEAVE START DATE] to [LEAVE END DATE] and has no objection to [his/her] travelling to [DESTINATION(S)] during this period, whether for tourism or personal reasons.

The employee is expected to resume duties on [RETURN DATE]. [His/Her] employment with the company remains in force throughout the travel period.

This letter is issued at the employee's request without any liability on the company. For verification, contact [HR CONTACT] at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory Name]

[Designation], [Company Name]

[Company Stamp]