

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

The Visa Officer

Embassy / Consulate of [COUNTRY]

[CITY, GCC COUNTRY]

**Subject: No Objection Certificate — [EMPLOYEE FULL NAME], Passport No. [NUMBER]**

Dear Sir or Madam,

This is to certify that [EMPLOYEE FULL NAME], [NATIONALITY], holder of passport number [PASSPORT NUMBER] and [EMIRATES ID / IQAMA / CIVIL ID] number [ID NUMBER], has been employed with [COMPANY NAME] as [JOB TITLE] since [JOINING DATE], under residence visa sponsorship of the company.

We have no objection to [EMPLOYEE FIRST NAME] applying for a [TYPE OF VISA — e.g. tourist / business / Schengen] visa to travel to [DESTINATION COUNTRY] from [TRAVEL START DATE] to [TRAVEL END DATE]. The employee has been granted leave for this period and will resume duties with us upon return.

During the period of travel, the employee will remain on our payroll, drawing a monthly salary of [AMOUNT AND CURRENCY]. The company confirms that all travel and related expenses will be borne by [THE EMPLOYEE / THE COMPANY].

This certificate is issued at the employee's request solely for the purpose of the visa application and carries no financial liability on the part of [COMPANY NAME]. Should you require any verification, please contact us at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory Name]

[Designation], [Company Name]

[Company Stamp]