Date: 00/00/2019

To,

The Visa Officer,

American Consulate,

Mumbai,

Dear Sir/Madam,

**Sub: Leave Sanction Certificate**

This letter is to confirm that **Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_** is employed with us since **dd/mm/yyyy** on a full time basis as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_in our Mumbai branch office.

We further confirm that we have sanctioned leave for 00 days (from 00/00/ 2014 to 00/00/2014) to **Ms. Xxxxxx** for her travel to USA She will resume work on 00/00/2014.

Please feel free to contact us if your office should require any further information.

Thanking You,

Yours Faithfully,

**For, xxxxxxxx (Company name)**

**Xxxxxxxxxx (Authorize Person name)**

**Xxxxxxxxxx (Designation)**