Date: 00/00/2017

To,

The Visa Officer,

Consulate General of Portugal,

Goa.

Subject: Leave Sanction Certificate

Dear Sir/Madam,

This letter is to confirm that **Mrs. Xxxxxxx** is employed with us since **00/00/2017** on a full time basis as a **xxxxxxxx** in our Mumbai branch office.

We further confirm that we have sanctioned leave for 00 days (from 00/00/ 2017 to 00/00/2017) to **Mrs. XXXXXXXXXX** for his travel to Portugal. He will resume work on 00/00/2017

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

Thanking You,

Yours Faithfully,

**Forxxxxxxxx (Company name)**

**Xxxxxxxxxx (Authorize person name)**

**Xxxxxxxxxx (Designation)**