Date: 00/00/2016

To,

The Visa Officer,

Embassy of Netherland,

New Delhi.

**Subject: Leave Sanction Certificate**

Dear Sir/Madam,

This letter is to confirm that Ms. xxxxxxx is employee with us since dd/mm/yyyy on full time basis Appt. as xxxxx in our Mumbai branch office.

We further confirm that we have sanctioned leave for xx days (from dd/mm/yyyy to dd/mm/yyyy) to Ms. Xxxxxxx for her travel to Europe. She will resume work on dd/mm/yyyy.

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

Thanking You,

Yours Faithfully,

**For, xxxxxxx (Company name)**

**Xxxxxxxxxx (Authorize Person name)**

**Xxxxxxxxxx (Designation)**