Date: 00/00/0000

To,

The Visa Officer,

Consulate General Arab Republic of Egypt,

Mumbai

**Sub: Leave Sanction Certificate**

Dear Sir/Madam,

This letter is to confirm that **Mr. xxxxx**is employed with us since **00/00/0000** on a full-time basis as a **xxxx**in our Mumbai branch office.

We further confirm that we have sanctioned leave for 00 days (from 00/00/ 0000 to 00/00/0000) to Mr. xxxx for his travel to **Egypt.** He will resume work on 00/00/0000.

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

Thanking You,

Yours Faithfully,

**For xxxxxxx**

**Mr. xxxxx**