Date: 00/00/0000

To,

The Visa Officer,

Embassy of Singapore,

New Delhi.

**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 Delhi (branch city) 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 **Singapore**. 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**