

SAMPLE
++COMPANY LETTERHEAD++

Date: dd/mm/yyyy (**Issued within the recent 1 month of application date**)

The Visa officer-in-charge

Taipei Representative Office in Singapore

460 Alexander Road #23-00

Singapore 119963

Subject: Employment Certification for Visa Application to Taiwan.

This serves to certify that the below named person is an employee of our company.

Full Name <Employee's Name>

Nationality <Nationality of Employee>

Passport No <Passport No as in passport>

Date Joined <dd/mm/yyyy>

Designation <Position in the company>

Salary <S\$ Salary/ month>

The above-mentioned employee will be travelling to Taiwan from dd/mm/yyyy - dd/mm/yyyy (**delete where applicable**) to attend business meetings/ conference/ workshop/ training/ family visit/ company incentive trip/ medical tourism/ personal vacation.

* **Select an appropriate paragraph(s) from below.**

All expenses incurred during this trip will entirely be borne by the company.

All expenses incurred during this trip will entirely be borne by the visa applicant.

<SIGNATURE OF COMPANY ADMINISTRATORS>

<FULL NAME>

<DEPARTMENT/DESIGNATION>

<COMPANY SEAL>