

# SAMPLE

## ++COMPANY LETTERHEAD++

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

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The Visa officer-in-charge  
Embassy of The Republic of Korea  
47 Scotts Goldbell Tower  
#16-03/04 Singapore 2328233  
Singapore 228233

**Subject: Employment Certification for Application of Tourist to South Korea.**

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 South Korea for vacation from dd/mm/yyyy to dd/mm/yyyy.

This employment certification is being issued upon the request of (**delete where applicable**) Mr/ Miss\_\_\_\_\_ as supporting document for (**delete where applicable**) his/ her Foreign Domestic Worker visa application to South Korea. This certification should not under any circumstances be construed or treated as an undertaking. Take note that all expenses to be incurred during this trip will be borne by the above-mentioned employee.

Thank you.

<SIGNATURE OF COMPANY ADMINISTRATORS>  
<FULL NAME>  
<DEPARTMENT/DESIGNATION>  
<COMPANY SEAL>