

COMPANY LETTERHEAD

Consular Section

Embassy of the Republic of Korea

47 Scotts Road, Goldbell Towers

#16-03/04, Singapore 228233

****Insert Date****

Dear Sir/Madam,

Visa application for employees who are travelling to Korea on company incentive trip

This letter serves to certify that the below-mentioned employees will be travelling to Korea on company incentive trip from **DD/MM/YYYY to DD/MM/YYYY**.

Employees who require visa						
No.	Name	Nationality	Passport no.	Job title	Salary	Date of hire

Employees who do not require visa			
No.	Name	Nationality	Job title

IMPORTANT

1. Please list your employees in the order of visa application submission.
2. Company is required to list out **ALL** the employees who are travelling to Korea, including those who do not require a visa to enter Korea.

****Signature of Director****

Please ensure that the Director signs on every page of the company letter.

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We wish to inform the Embassy that the expenses to be incurred during this trip will be fully/partially* (*delete where appropriate) borne by our company. ****Please briefly list out what are the expenses to be borne, for example, air tickets, accommodation, tour...****

Our company guarantees the return of our employees to Singapore after this trip.

Thank you.

Yours faithfully,

****Signature of Director****

****Full name of Director****

****Contact Number****