

**SAMPLE**  
**++COMPANY LETTERHEAD++**

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

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

**Subject: Employment Certification for Visa Application 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>

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

The above-mentioned employee will be travelling to South Korea from dd/mm/yyyy - dd/mm/yyyy (**delete where applicable**) to attend business meetings/ conference/ workshop/ training/ for short term employment/ family visit/ medical tourism/ personal vacation.

The above-mentioned employee will be travelling to South Korea for vacation from dd/mm/yyyy-dd/mm/yyyy. This employment certification is issued upon the request of (**delete where applicable**) Mr/ Miss \_\_\_\_\_ as supporting document for (**delete where applicable**) his/ her spouse's/ parent's/ parent's in-law/ child/ sibling's/ Foreign Domestic Worker visa application to South Korea.

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

All expenses incurred during this trip will entirely be borne by the company. (**applicable to business visa application C-3-4/ short term employment visa application C-4-5/ company organized training, conference and workshop C-3-1 visa application**).

All expenses incurred during this trip will entirely be borne by the above-mentioned employee.

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