

On Company letter head

To,

Date-

The visa officer,

Consulate General of the Republic of Korea in Chennai

Subject: **Employment letter/occupation proof**

Dear sir/madam,

This is to Certify that Mr. /Ms. /Mrs. **(Applicant's Full Name)** is working with **(Name of the Company)** as **(Complete Designation)** since **(date/Month/year)**

Authorized signature

Full Name of Signatory

Designation

Seal/ stamp of company

Employers contact number and contact e-mail id