**(NAME OF COMPANY)**

**(ADDRESS OF COMPANY)**

**(Telephone)**

**Certificate of Employment**

We will send our staff (**NAME OF EMPLOYEE**) to Japan from(MONTH, DATE, YEAR) to (MONTH, DATE and YEAR), for **(NUMBER OF DAYS)** days for the purpose of **(PURPOSE).**

He has been working with us since **(WORK STARTING DATE)** as a **(HIS POSITION).** He has experiences in **(WORK EXPERIENCE with detailed description IN YOURBCOMPANY)** and his jobs in Japan will be **(BUSINESS ACTIVITIES with detailed descriptions IN JAPAN)**. He receives an annual salary of **(AMOUNT OF SALARY IN JD or USD)**. He is the **(family/relative: RELATIONSHIP TO EMPLOYER (\*If any. If none, no need to mention this))**.

We will cover all his expenses during his stay in Japan as well as the air ticket fees and we will guarantee that he is going to follow the Japanese Laws and Regulations and come back to **(COUNTRY OF RESIDENCE)** after finishing his job in Japan.

Thank you.

**(DATE)**

**(NAME OF COMPANY)**

**(STAMP OF COMPANY)**

**(SIGNATURE OF OWNER OF COMPANY)**

**(NAME OF OWNER OF COMPANY)**