**(NAME OF COMPANY)**

**(ADDRESS OF COMPANY)**

**(Telephone of company)**

**Certificate of Employment**

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

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

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

Thank you.

**(DATE)**

**(NAME OF COMPANY)**

**(STAMP OF COMPANY)**

**(NAME OF OWNER OF COMPANY)**

**(SIGNATURE OF OWNER OF COMPANY)**