

Certificate of Employment

Addressed to the Consul-General of Japan in Dubai
Must include: company seal + wet signature by authorized person
All fields must be completed - incomplete letters lead to immediate rejection

Company Details

Company Name: _____

Trade License Number: _____

Company Address: _____

Phone / Email: _____

Letter

Date: ____/____/____

To: The Consul-General of Japan in Dubai
28th Floor, Dubai World Trade Centre
Sheikh Zayed Road, Dubai, UAE

Subject: Certificate of Employment for [APPLICANT FULL NAME]

Dear Sir/Madam,

This is to certify that [APPLICANT FULL NAME], holder of passport number [PASSPORT NUMBER], has been employed with [COMPANY NAME] since [JOINING DATE] as [POSITION/JOB TITLE].

Monthly Salary: AED [AMOUNT]

Purpose of Travel: [Mr./Ms. APPLICANT NAME] has been granted annual leave from [START DATE] to [END DATE] to travel to Japan for [tourism/business meetings/conference - specify purpose].

Financial Undertaking: The company / the applicant will bear all expenses related to the trip including flights, accommodation, meals, and transportation during the stay in Japan.

[Mr./Ms. APPLICANT NAME] is expected to resume duties on [RETURN DATE]. We confirm that [his/her] position will be held during the leave period.

We kindly request you to grant the visa for the above-mentioned employee.

Yours sincerely,

[Name of Authorized Signatory]

[Position]

[Company Seal / Stamp]

IMPORTANT NOTES:

- *This letter MUST have an original wet signature and company seal/stamp*
- *If electronically generated, must explicitly state 'Electronically Generated' with electronic stamp*
- *Must be addressed to the Consul-General of Japan in Dubai*
- *Must clearly state salary, position, purpose of travel, and financial undertaking*
- *For dependents on family visa who are employed: attach additional NOC from UAE visa sponsor*