

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Subject: No Objection Certificate for Visa Application

Dear [Recipient's Name],

I, [Your Name], holding the position of [Your Position] at [Your Company/Organization], hereby issue this No Objection Certificate for [Employee's Name/Applicant's Name] who is currently employed with us as a [Employee's Position].

We have no objection to [his/her/their] application for a visa to [Country/City] for the purpose of [purpose of travel, e.g., work, study, tourism] scheduled from [start date] to [end date].

We confirm that [Employee's Name/Applicant's Name] is authorized to carry out [his/her/their] travel plans and that [his/her/their] position will be secured during [his/her/their] absence.

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]