

LOGO EMPRESA

## Work Leave Certificate

CIUDAD Y FECHA (ej: Buenos Aires, 5 March 2022)

To whom it may concern,

This letter is to confirm that **Mr/Ms PRIMER APELLIDO** holder of passport number **NÚMERO DE PASAPORTE** has been working in **NOMBRE DE LA COMPAÑÍA** since **FECHA**, in the city of **NOMBRE DE LA CIUDAD DONDE TRABAJAS** occupying the position of **NOMBRE DE TU CARGO EN LA EMPRESA** in the **NOMBRE DEL DEPARTAMENTO EN QUE TRABAJAS**. I confirm my satisfaction with **Mr/Ms PRIMER APELLIDO** professional competence and abilities.

In our company we highly value the intellectual tools and training that our members can receive for the better performance of our company. Thus, we are very interested in **Mr/Ms PRIMER APELLIDO** taking a **NOMBRE DEL CURSO** in Australia to expand **his/her** knowledge and escalate to higher ranks within the company.

We will grant **him/her** a work leave upon receipt of **his/her** student visa approval.

This certification is extended for the relevant visa purposes. I am at your disposal for any further information.

Sincerely,

(firma del jefe)

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**NOMBRE Y APELLIDO DEL JEFE**  
**CARGO DEL JEFE**