

**On Company letter head**

Date-

To,  
The visa officer,  
Republic of Korea  
New Delhi

Subject: **Employment letter/occupation proof**

Dear sir/madam,

This is to Certify that Mr. /Ms. /Mrs. **(Applicant's Full Name)** is working with **(Name of the Company)** as **(Complete Designation)** since **(date/Month/year)**

Authorized signature

Full Name of Signatory

Designation

Seal/ stamp of company (optional)