

[SAMPLE]

[Company Letter Head]

※Name of the company and contact number must be included !!

Certificate of Employment

Date: __. __. __

Commercial Registration No.: _____

To: The Consular Section

Embassy of the Republic of Korea

P.O. Box 94399, Riyadh 11693, Saudi Arabia

Employee Name	
Nationality	
Position	
Iqama No.	
Passport No.	
Monthly salary	
Expiry date of Iqama	
Purpose of visit	
Duration of stay	

We certify that the above mentioned name is employee in our company {Company Name}.

Sincerely yours,

[The Manager in charge Name]

[Signature of the Manager in charge]

Chamber of Commerce

Stamp