



# ALGERIA - PROOF OF EMPLOYMENT TEMPLATE

MUST BE ON HOME EMPLOYER OFFICIAL HEADED PAPER

[Name of Embassy]  
[Address of Embassy]

[Date]

Name: [INSERT] | Nationality: [INSERT] | DOB: [INSERT]

Passport No: [INSERT] | Passport Issue Date: [INSERT] | Passport Expiry Date: [INSERT]

Dear Sir/Madam,

We confirm that [Mr/Mrs/Miss FULL NAME]'s has been employed by [HOME EMPLOYER NAME] since [START DATE], as a [JOB TITLE] in our [DEPARTMENT] team.

[SHORT PARAGRAPH / STATEMENT ON HOME EMPLOYER'S BUSINESS OPERATIONS / SERVICES / COMPANY PROFILE]

[Mr/Mrs/Miss SURNAME] will shortly be making a personal trip to Algeria from [ENTRY DATE] to [EXIT DATE], where [he/she] will be [PLEASE INSERT ACTIVITIES / PURPOSE OF TRIP].

On completion of the trip, [Mr/Mrs/Miss SURNAME] is scheduled to return to work on [DATE].

Please grant the relevant visa for [Mr/Mrs/Miss SURNAME] to travel to Algeria.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours Faithfully,

[Signature]  
[Signee's name, job title, email address and contact number]



Please think  
before printing



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LOCATIONS: LONDON

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