



ALGERIA - TEMPORARY WORK LETTER 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,

Please find enclosed all supporting documentation for [Mr/Mrs/Miss FULL NAME]'s [LENGTH, NUMBER OF ENTRIES e.g. 3 months, single entry] Algerian Temporary Work visa application.

We confirm that [Mr/Mrs/Miss SURNAME] 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 temporary work related trip to Algeria from [ENTRY DATE] to [EXIT DATE], where [he/she] will be [PLEASE INSERT ACTIVITIES]. He will be meeting with [NAME OF HOST CONTACT] at [HOST COMPANY NAME, ADDRESS AND CONTACT NUMBER]. - PLEASE DELETE THIS FINAL SENTENCE IF NOT APPLICABLE

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

We confirm that [he/she] will be in receipt of a return ticket, [he/she] is covered by our company insurance policy and [HOME EMPLOYER NAME] takes full financial responsibility for the applicant, including all expenses for the trip.

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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