Leave Approval Letter for Visa PDF Sample, Format & Template (2026)

What an officer checks in this document — and what gets it refused.

What this document must contain

Company letterhead, signed by HR/reporting manager, stating leave dates, type (paid annual leave/casual/sick), and return date commitment.

Do

• Company letterhead required
• Include exact leave dates matching trip
• Mention 'return to duties on [date]'
• Signed by manager/HR with stamp

Do not

• Don't show leave exceeding visa period
• Don't leave return date ambiguous
• Don't use personal email for verification

Mistakes that get this document refused

• Leave dates don't match flight itinerary
• No explicit return commitment
• Self-issued leave letter

The finished document

A sample of this leave letter is on the guide page, free to read:
https://www.sureshotvisa.com/documents/leave-letter-for-visa
The version filled in with your own details — and read by a consultant at our licensed firm before you submit it — is a paid service. Start it from the guide page above.