

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 licensed consultant before you submit it — is a paid service. Start it from the guide page above.