NOC from Employer for Visa — No Objection Letter Sample, Format & Free PDF

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

What this document must contain

One-page letter on company letterhead, signed by HR manager or employer, with company stamp. Stating: your position, joining date, current salary, approved leave period, and confirmation of continued employment post-return.

Do

- Must be on company letterhead with stamp
- Signed by HR manager or higher
- Include leave period matching trip dates
- Company contact details must be verifiable

Do not

- Don't use plain paper without letterhead
- Don't use personal email of HR (use company email)
- Don't have owner/relative sign if you're self-employed (use business reg instead)
- Don't have dates mismatch with flight

Mistakes that get this document refused

- Letter without company letterhead
- Signer's designation not clear
- Dates don't match actual leave granted
- No phone/email for verification

The finished document

A sample of this noc / employer letter is on the guide page, free to read:
https://www.sureshotvisa.com/documents/no-objection-certificate-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.