Date: \_\_\_\_\_\_\_\_\_\_\_

To:  whom it may concern

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_**

I hereby declare that \_\_\_\_\_\_\_ is employed full time at \_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_ started working at \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_.   
His position is \_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_ is invited to the US for a business trip in coordination with \_\_\_\_\_\_\_\_ and will return to \_\_\_\_\_\_ immediately upon his return.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_