

EXAMPLE OF LETTER OF EMPLOYMENT

(LETTERHEAD OF THE COMPANY)

Jakarta, (dd/mm/yyyy)

**Consular Section
Embassy of Mexico
The East, 11th floor, Unit 1
Jl. Dr. Ide Anak Agung Gde Agung, Kav. E.3.2. No. 1
Kuningan Barat, Jakarta 12950**

To whom it may concern,

I, the undersigned:

Name : _____
Position : _____

Hereby, confirms that Mr./Mrs. /Miss (APPLICANT'S COMPLETE NAME), with passport number (APPLICANT'S PASSPORT NUMBER), is a full-time employee of our company, (NAME OF THE COMPANY). He/She has been working as (APPLICANT'S POSITION IN THE COMPANY) since (APPLICANT'S STARTING DATE OF WORKING IN THE COMPANY) until present.

In this regard, Mr./Mrs./Miss (APPLICANT'S COMPLETE NAME) will be travelling to Mexico from (DATE OF DEPARTURE FROM INDONESIA) to (DATE OF DEPARTURE FROM MEXICO) to (PURPOSE OF THE VISIT).

I guarantee that Mr./Mrs./Miss (APPLICANT'S COMPLETE NAME) will not seek any employment during his/her stay in Mexico and will return to Indonesia after completing his/her activities.

If you require any further information, please do not hesitate to contact Mr./Mrs./Miss (CONTACT PERSON'S COMPLETE NAME) to (CONTACT PERSON'S PHONE NUMBER).

Thank you for your kind attention and assistance.

Regards,

(signature)

(Complete name)