

**The Visa Officer  
Embassy of Switzerland  
New Delhi.**

**Date:**

**Dear Sir/Madam**

**This is to confirm that Mr / Mrs \_\_\_\_\_ is working with us since \_\_\_\_\_ and is currently designated as \_\_\_\_\_.**

**He has been granted leave from \_\_\_\_\_ to \_\_\_\_\_. He would resume his duties from \_\_\_\_\_.**

**This letter is issued at his own request for the purpose of applying for visa. The firm accepts no form of responsibility or provides no form of assurance in connection with the application.**

**Thanking you.**

**Yours faithfully  
For KPMG**

**Sahil Nayar  
Manager-Human Resources**

**TO WHOM SO EVER IT MAY CONCERN**

**This is to certify that Mrs.Nayanaben Paladiya is the team leader of this company and has been working since June-2013.she is entitled to an annual leave from holiday starting date 4-may-2017 to holiday finish date 23-May-2017 inclusive. Upon her return, she will resume her duty of restarting work on 24-May-2017 in this company.**

**Should you need further information, please feel free to contact Roma Laiwala on her email [hr@narola.email](mailto:hr@narola.email)**

**Your favorable consideration to her application will be much appreciated.**

**WHOM SO EVER IT'S MAY CONCERN**

This is to confirm that Mr.Nayak Vinod Kumar is working with us since \_\_\_\_\_ and is currently designated as Director.

He has been granted leave from 24<sup>th</sup> May, 2017 to 13<sup>th</sup> June, 2017. He would resume his duties from 14<sup>th</sup> June, 2017.

This letter is issued at his own request for the purpose of applying for visa. The firm accepts no form of responsibility or provides no form of assurance in connection with the application.

Thanking you.

Yours faithfully  
For KPMG

Sahil Nayar  
Manager-Human Resources