

Jakarta, 03 April 2019

To: Visa Section

Embassy of Australia Jakarta

Subject: Working Visa application

Dear Sir,

The undersigned:

Name : Michael White

Position : HR Manager

Hereby to certify that:

Name : Angela Lee

Position : Branch Manager

Passport No : B1234567

is a permanent employee of Move Forward Co,Ltd since February 13rd 2016. She is taking an employee exchange for 6 months from June 1st 2018 to November 30th 2018.

I acknowledge and guarantee that she is a dedicated employee and this exchange program will bring a fruitful benefits for both companies.

I will highly appreciate if you could grant her visa to enter your country considering visa is necessary for this program.

Thank you for your attention and cooperation.

Warm regards,

Michael White