To the consulate ……………….

Istanbul

Visa department

…/…../………

Ms./Mr. …. …… is working since gg.aa.yyyy in our company as a GÖREVİ. Ms./Mr. ….. …… will be on leave between gg.aa.yyyy and gg.aa.yyyy. Mrs./Mr….. ….. will be back in office on gg.aa.yyyy and will continue her employment.

Best Regards

Ad Soyad

İmza - Kaşe