

## **SAMPLE OF COMPANY LETTER TO BE SUPPLIED BY THE QATAR EMPLOYER**

Please have the following typed on the Company's letterhead.

The letterhead should show the full company name, address, email and telephone numbers in Qatar

Current Date

Doha English Speaking School  
P O Box 7660  
Doha, Qatar

Dear Registrar,

This is to certify that Mr/Mrs \_\_\_\_\_ is employed with our company in the position of \_\_\_\_\_. We confirm that we will be processing his/her Qatar Work/Residence Visa and upon completion, Mr/Mrs \_\_\_\_\_ will be sponsoring his/her family for a Qatar Family Residence Visa. The child(ren) listed below will be under his sponsorship and a copy of their Qatar Residence visa will be provided as soon as it is available:

- 1. (Each child's name to be listed separately)**
- 2. (Each child's name to be listed separately)**
- 3. (Each child's name to be listed separately)**

Yours sincerely,

Signature of authorised company representative

**Name of Authorised Company Representative**

**AUTHORISED COMPANY STAMP**