

## Employer Verification Certificate for LTC

**Certificate No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To Whom It May Concern,

This is to certify that **Mr./Ms.** \_\_\_\_\_, bearing Employee ID \_\_\_\_\_, is employed with \_\_\_\_\_  
**(Organization/Department)** as \_\_\_\_\_ **(Designation)** since \_\_\_\_\_  
\_\_\_\_\_**(Date of Joining)**.

As per the records available with us, the above-named employee is eligible for **Leave Travel Concession (LTC)** under the rules and regulations governing employees of our organization.

The leave period as applied for by the employee is from \_\_\_\_\_ to \_\_\_\_\_.

This certificate is issued at the request of the employee for submission to the concerned authorities for availing LTC.

Authorized Signatory

\_\_\_\_\_  
Name & Designation

\_\_\_\_\_  
Organization Seal

### Important Notes:

- This certificate is valid only for the purpose of LTC as mentioned above.
- Details should be filled accurately and any overwriting or correction must be duly signed.
- Organizational rules and government policies regarding LTC must be followed strictly.
- The certificate must be signed and sealed by the authorized person only.
- Misuse or misrepresentation of this document may result in disciplinary action.