

**To:** Karyna Shuliak [REDACTED]  
**Cc:** [REDACTED]; [REDACTED]  
**From:** Lesley Groff  
**Sent:** Thur 4/23/2015 3:43:00 AM  
**Subject:** Re: Employment letters

Hi Karyna. Yes Darren drew up the employment letters. I agree better to be safe than sorry. Will ask him to make the changes. Thx

Sent from my iPhone

On Apr 22, 2015, at 9:40 PM, Karyna Shuliak <[REDACTED]> wrote:

Hi Lesley,

Thank you so much for the employment letters you left for us. Japanese consulate seem to be very particular with their rules, I copied below the requirements they list on their website regarding company's letters:

If traveling for BUSINESS, original letter from applicant's company signed by an authorized executive officer, on company letterhead, stating:

- a) applicant's position in the company
- b) duration of employment
- c) nature/purpose of visit in detail
- d) dates/duration of stay intended
- e) contact person, company name, address and phone number of business contact in Japan
- f) guarantee of financial support during applicant's stay in Japan and return transportation from Japan

Looks like we are missing the following in STC's letters:

- applicant's position (it describes the duties, but does not mention "executive assistant" as our position)
- duration of employment

I don't know if that will cause a problem at all, but to be safe can you please ask Darren (if he is the one who wrote the letters) if he could re-write them including the two things mentioned above?

Sorry for the inconveniences.. and thanks a lot!  
Karyna.