

# LTR Visa Termination

LTR visa holders intending to cancel their visa should inform the LTR Visa Unit and provide the reason for termination, along with required documents, via email at [ltr@boi.go.th](mailto:ltr@boi.go.th).

The documents required to be submitted to LTR Visa email are as follows:

**1. Termination Form:** Complete and fill all the information within the Termination Form. This includes forms for all individuals, including dependents of the primary LTR Visa holder.

**2. Copy of Passport:** Include a copy of the passport containing the bio-data, latest arrival stamp in Thailand and LTR Visa pages, all duly signed by the LTR Visa holder.

**3. Power of Attorney:** If LTR Visa holder has appointed an agent or representative to communicate with the LTR Visa Unit on behalf of the LTR Visa holder, please submit a Power of Attorney document authorizing their granted actions. This document should include revenue stamps accordingly i.e. 10 THB for visa termination only, 30 THB for both visa and work permit termination, your ID card or passport, and your signature of approval. Additionally, ensure that the witness's ID and signature are included for authentication.

**4. Company Resignation Letter:** This evidence is required for Highly Skilled Professional and Work From Thailand Professional category only. Please submit a formal letter from the company, signed by both the LTR Visa holder and the authority of the company, detailing the resignation of the LTR Visa holder. This letter should include the employment position, start date, and reasons for resignation. This evidence should be submitted then processed prior the last date of employment contract to prevent an overstay for LTR Visa holder.

**5. (Optional) Visa or Company transfer:** If the LTR Visa holder intends to switch to another visa type to remain in Thailand without leaving the country. The visa holder can specify this in the email. For those who wish to change to another company without terminating the LTR Visa, please submit the WP.46 form with the new company details and the necessary DBD documents for re-evaluation process and it is crucial to inform us at least one month before leaving the current company. We reserve the right to re-evaluate the new Highly Skilled Professionals qualification again and in case it did not fit to the qualification, the LTR Visa – H might be terminated once leaving the previous company.

Additionally, LTR Visa holders with work permit will need to request for work permit termination by logging into their LTR Visa accounts following these steps:

1. Navigate to the work permit page
2. Upload the LTR Visa and work permit pages
3. Submit the cancellation request.