**<Letter Date>**

Dear Sir/Madam,

**Ref: Letter of Employment**

This letter is to certify that <Employee Name> (NRIC No: <Employee’s NRIC Number>) is employed by <Company Name> as <Job Title>, <Contract duration or Employment Start Date> remunerating at <Salary per month/hour/day>.

Should you need any clarification, please feel free to contact me at <Contact Number>.

Thank you.

Yours sincerely,

**<Sign off> <Company Stamp>**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<Name of Company’s Representative>**

**<Job Title>**

**<Mobile Number>**