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| **Employment Letter** | **(Current Date)** |
| **Name of the Employee: (First and Last Name)** | |
| **To whom it may concern** | |
| This letter is to confirm that **(First and Last Name)** is currently employed (**Company**),registered in **(Company Country)** having registration number **(CR)**,since **(DD/MM/YYYY)** as a **(Position)** with the current salary of **(Salary)** per month.  Should you require any further information, please do not hesitate to contact us. This letter has been issued at the request of **(First and Last Name)**. | |
| Sincerely,  (P&C)  Head of People & Culture | |