



BYTEPENGUIN

Small Penguin, Big Impact

To:

February 24, 2025

Whom It May Concern

Letter of Confirmation of Position and Responsibilities at BytePenguin

I am writing to formally confirm that [Employee's Full Name] has been engaged with BytePenguin in the capacity of [Position Title] from [Start Date] to [End Date / Present]. BytePenguin is a nonprofit organization dedicated to designing and developing websites for charities, enabling them to expand their reach and impact through technology.

In this role, [Employee's Full Name] has been responsible for [Brief Description of Responsibilities, e.g., web development, UI/UX design, project management, client collaboration, etc.]. Throughout their time with our organization, they have demonstrated professionalism, technical expertise, and a strong commitment to supporting charitable initiatives.

Should you require any further information or verification, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Sincerely,

 bytepenguinsg@gmail.com

 www.bytepenguin.com

Granwyn Tan

**Co-Founder & Chief Software Developer
BytePenguin**