

Date:

The Human Resource Department
SYNLAB Nigeria
9 Egbelemi Street, Off Coker Road
Ilupeju
Lagos

Dear Sir/Madam,

GUARANTEE FORM (Form A)

I (Name of guarantor) of

.....
(Address & Mobile No) hereby write to confirm that

Mr/Mrs/Ms..... is my ward/friend/relative (please state relationship)

.....and has been known to me since

(*Please state number of years*). I also confirm that I am aware that he is about to be /or already employed by your organization as a and hereby formally write to indicate my acceptance to stand as a guarantor while he is in the employment of your organisation.

As his/her guarantor, in the event that Mr/Mrs/Ms..... is involved in any misconduct, such as theft, negligence, or any other act of omission involving dishonesty, drunkenness, insubordination during official hours or unauthorized absence, I shall be obliged to provide any information or assistance as may be required by the Company, in respect of his whereabouts.

Yours faithfully

.....
Name of Guarantor/Signature and Date

Witnessed by:

(1)
Head, Human Resources
Date

(2)
Any other employee / his immediate supervisor
Date