

Employment Verification Letter

BuildRight Engineering Sdn. Bhd.
Level 12, Menara PJ Sentral, Jalan Kemajuan, 46200 Petaling Jaya, Selangor
Tel: 03-1234 5678 | Email: hr@buildright.com.my

Date: 27 July 2025

Subject: Employment Verification – Ivan Ooi Jian Chao

Dear Sir/Madam,

This letter serves to verify the employment of **Ivan Ooi Jian Chao** with **BuildRight Engineering Sdn. Bhd.**

Employee Details

Field	Details
Full Name	Ivan Ooi Jian Chao
NRIC	990330-05-3344
Position	Civil Engineer
Employment Type	Full-Time
Start Date	1 March 2021
Current Salary	RM5,300 (Net Monthly)
Department	Project Management
Office Address	Level 12, Menara PJ Sentral, Jalan Kemajuan, 46200 Petaling Jaya, Selangor

Ivan Ooi Jian Chao has been a **full-time employee in good standing** and has consistently received his salary on schedule. His employment is **permanent**, and he is eligible for all company benefits, including EPF and SOCSO contributions.

Should you require any further information regarding his employment, please do not hesitate to contact our HR department.

Authorized Signatory (HR Manager): *SitiRahmah*

Name: Siti Rahmah
Designation: HR Manager
Date: 27 July 2025