

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