

السلام عليكم

خطاب

Department
[University]

Date: [Insert Date]

To Whom It May Concern:

This is to inform you that I am currently working as a [Job Title] in the Department of [Department Name]. I have been working in this role since [Start Date] and am currently responsible for [Responsibilities]. I am a member of the [Organization Name] and am actively involved in its programs.

Sincerely,
[Name]
Head of [Department]



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