



<Company's Contact Number>

<Company's Email I'd>

<CompanyLogoAbove>

<Date>

## Employment Reference Letter

Dear Sir/ Madam,

This is to certify that Mr. <YourFullName> <Passport number> has been employed with <CompanyName> since <EmploymentDateFrom> to <EmploymentDateTo>. He currently holds a <Position>.

I further confirm that the total remuneration received by <companyName> is INR 95000 per annum and she is required to work 45 hours per week on a full time employment basis.

Position(s) held by her are listed below:

Position	Period	Annual Remuneration (INR)
<Position 1>	<Period 1>	<Salary>
<Position 2>	<Period 2>	<Salary>

She is responsible for the following responsibilities:

- Assisting client organizations to perform their internal audits across different business units. Examining, verifying, evaluating and reporting on operational and managerial
- Business and IT processes systems and outcomes to ensure financial and operational integrity and compliance.
- Evaluating the risks of operational processes, activities, policies and systems and providing recommendations.
- Reporting to client management on the existence and effectiveness of the system of internal controls.
- Establishing audit objectives, designs and implements audit methodologies, processes and audit report criteria.
- Providing independent insights into risk management, governance and suggesting controls mitigating the identified risks
- Identifying and applying relevant professional standards and regulatory requirements.
- Discussing reports with client business units and issues reports recommending performance or control improvements.

<Signature>

<Management Name>

<Designation>

<Contact details>

<Email>