

COMPANY'S LETTERHEAD

Name and Address of Company

SAMPLE OF EMPLOYMENT CERTIFICATION

Date: <DD/MM/YYYY>

Dear Sir / Madam,

This is to certify that the individual as named, is a full-time employee of the company.

Name:

NRIC/ Passport no:

Designation:

Country of Employment:

Start Date (dd/mm/yyyy):

End Date (dd/mm/yyyy):

No pay/half-pay/study leave, leave of absence or suspension from duty (if any):

Signature of Company Representative* & Company's Stamp

Name of Company Representative*

Designation

**Company Representative – HR Manager or Director of Company*

****End date is not necessary if this is your current employment***