**Letter Head**

**Word / Document Template**

1. **Company**

|  |  |  |
| --- | --- | --- |
| Company | : | ***${cp\_name}*** |
| ROC No | : | ***${cp\_roc}*** |
| SSM No | : | ***${cp\_ssm}*** |

1. **Personal Info**

|  |  |  |
| --- | --- | --- |
| Full Name | : | ${my\_name} |
| Date of Birth, Age | : | ${my\_dob} / ${my\_age} |
| Identity No | : | ${my\_id} |
| Phone No | : | ${my\_contact} |
| Address | : | ${my\_addr} |
| Passport | : | ${my\_passport} |
| Marital | : | ${my\_marital} |
| Occupation | : | ${my\_job} |
| Gender | : | ${my\_gender\_code} (${my\_gender}) |