

Template: Letter from the Employer

Note: Confirmation to be provided by Director/Administration or Payroll team/Human Resources Department

Company Letter Head

(to include Company name, logo, contact information such as physical address, phone number, email address, etc.)

Vodafone Fiji Pte Limited
Fiji

Dear Sir/Madam,

Subject: Employment Confirmation Letter

This is to confirm that Mr./Mrs./Ms. (Name of employee)is employed
at.....(Name of Company).....from(Date of employment).....as
.....(job title).....

Regards,

.....

Signature

Name:

Designation:

Date: