

[COMPANY LETTERHEAD]

Address | Phone | Email | Website

Date:

SUBJECT : VERIFICATION LETTER

To Whom It May Concern,

This is to certify that the following individual is/was employed by our organisation:

Name:

IC/Passport No.:

Position:

Department:

Employment Status:

Number of Years As Internal Auditor:

This verification is issued upon the request of the employee for [state purpose: reinstatement, new membership application etc].

Should you require any further information, please do not hesitate to contact us.

Regards,

Name :

Position: