

## **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: .....