

COMPANY LETTERHEAD

Date:

Manager
Bank of Ceylon
Male',
Republic of Maldives.

Dear Sir/Madam,

Subject: Employment Verification Letter

This is to certify that (Employee Name), is a permanent employee who works under (Company Name)

We here confirm the following:

Name:

Permanent Address:

Residential Address in Maldives:

Passport Number:

NIC (Only for Maldivian):

Work Permit Number

Designation

Salary:

Allowance:

Joined Date:

Therefore, we would appreciate very much if you could kindly arrange to open the account (MVR/USD) for him/her at your earliest.

Yours Sincerely

HR Department