

COMPANY LETTERHEAD

<< Date (DD/MM/YYYY) >> *(Note for Applicants: Valid document issued within the last month from the date of sending out the application is accepted.)*

Dear Sir / Madam,

Certification of Employment

This is to certify that << Applicant's Name (as shown on HKID card) >>, holder of Hong Kong Identity Card No.: << HKID number >>, is employed by << Name of Applicant's company >> on full-time basis since << start date of the employment period >>. << His/Her >> current position with the Company is << job title >> and << his/her >> main job duties include the following:

- XXX
- XXX
- XXX
- XXX

Yours faithfully,
For and on behalf of
<< Company name >>



<< Authorised person's signature >>
<< Authorised person's name >>
<< Authorised person's job title >>

*(*Authorised person can be staff of Human Resources Department or applicant's direct supervisor)*