

## **SAMPLE LETTER**

***Insert Your Employer Letter Head and Address:***

***Your Date:***

The Manager Lending  
Development Bank of Solomon Islands  
P O Box 911  
**HONIARA**

Dear Sir/Madam,

**RE: CERTIFICATION OF EMPLOYMENT IN RESPECT OF MR. XXXX**

This letter serves to formally confirm that *Mr. XXX* is a permanent employee of ***company name XXX***.

***Mr. XXX*** commenced employment with the company on ***date xxxx*** and currently holds the position of ***xxxx*** within the ***xxxx*** Department.

He is currently enlisted in the company payroll with an Annual Gross income of ***SBDXXX*** and is paid fortnightly or monthly.

Any assistance rendered to him for its intended purpose will be very much appreciated.

I hope the above information is sufficient for the Bank requirements and if you do need further information, please do not hesitate to contact the undersigned.

Yours Faithfully,  
***Your Company Name***

*Signature*

***Name:XXXXXXXXXXXX***  
***PAYROLL OFFICER OR ADMIN OFFICER***