Date :

To Whom It May Concern;

CERTIFICATION OF EMPLOYMENT WITH [COMPANY NAME]

This is to certify that the person carrying this letter as stated below is an employee of [Company Name]

1. NAME: [INSERT NAME] IC NUMBER: [INSERT IC NUMBER]

[COMPANY NAME] is a essential service in the business of [PLEASE LIST YOUR BUSINESS OPERATION DETAILS HERETHAT IS AN ESSENTIAL SERVICE]

We hereby confirm that the above named is an employee of [COMPANY NAME]. In relation to nationwide Movement Control Order implementation from 18 March to 14 April 2020, Our Company Business is as an essential service hence we are required to continue our business operation during this period and the services of the mentioned employee is required for our Company to continue to operate.

If you have any queries, please do not hesitate to contact our Human Resource Department listed as below:

[HR PIC DETAILS]

Thank You.

Yours sincerely;