Date: April 1st, 2024

Letter Number:

Dear Sir/Madam,

It is hereby certified that Mr. ??????, son of ??????, holder of birth certificate NO. ????, born on [date], has been working at [Name of Company] since April 10, 2020 as a [Job title]. He works on a full-time basis of 44 hours per week and receives 2,400,000,000 IRR annually.

[Name of Company] Company is one of the affiliated companies of ????? group with more than 40 years of experience in designing and constructing steel construction, industrial cranes, conveyor systems, feeders and other industrial facilities and equipment.

[Applicant’s name]’s responsibilities are as follows:

* Duty #1
* Duty #2
* Duty #3
* Duty #4
* Duty #5
* Duty #6
* Duty #7
* Duty #8

Please do not hesitate to contact me if you have any further questions regarding Mr. [Applicant’s name]’s employment.

Best Regards,

**[Manger Name]**

Managing Director

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