

Sample Letter – 1st Employment Update after Graduation

[On Company Letterhead]

Our Ref (if any):

Current Date

Tuition Grant Section
Ministry of Education
Address

Dear Sir/Mdm

Letter of Certification

This is to certify that Name of TG Recipient, holder of FIN/ NRIC No., is employed on a full time basis by our company since Commencement Date.

He is currently holding the position of Designation/Title with a monthly basic salary of S\$.

For further clarification, please contact Name of Contact Person at Contact No or Email.

Thank you.

Yours Faithfully,

Signature of Authorised Personnel (e.g. Director/ HR Officer / Reporting Officer)

Name:

Designation:

Company Stamp (if applicable):

