

**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):

