[Company letterhead: company logo, name, registration number, address and phone]

[Date]

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: STAFF VERIFICATION

We are pleased to confirm that the person listed below is currently employed by [COMPANY NAME]. The details of the employee are as follows:

Name	:	[Full name, as in MyKad or passport]
MyKad / Passport No.	:	[MyKad or passport number]
Designation	:	[Job title]
Joined Date	:	[Date joined]
Monthly Salary	:	RM [total monthly salary] (Basic RM [amount] + Fixed Allowances RM [amount])

Should there be any enquiry on the above or further clarification needed, please contact [contact person] at [phone number] for verification.

Thank you.

Yours faithfully,
For and on behalf of
[COMPANY NAME]

[Signature of HR / authorised officer]

[Company stamp]

[Name of HR / authorised officer]
[Job title]