

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Department/Organization Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Overseas Employment Certificate (OEC)

I hope this letter finds you well. I am writing to formally apply for an Overseas Employment Certificate (OEC) as I have secured employment as a [Job Title] with [Employer's Name] located in [Country].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Date of Employment Start: [Start Date]
- Employment Contract Reference: [Contract Reference Number/Details]

I have attached the necessary documents, including:

1. Copy of my passport
2. Employment contract
3. Proof of previous employment (if applicable)
4. Any other relevant documents

I assure you that I understand the responsibilities and requirements of overseas employment and am committed to following all regulations set forth by the department.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]