

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

Dear [Recipient Name],

Subject: Submission of OEC

I hope this letter finds you well. I am writing to submit the Occupational Employment Certificate (OEC) for [Employee/Applicant Name]. The details are as follows:

1. ****Employee/Applicant Information****
 - Full Name: [Employee/Applicant Name]
 - Position: [Position Title]
 - Department: [Department Name]
 - Employment Start Date: [Start Date]
2. ****Details of Employment****
 - Job Description: [Brief Description of Job Duties]
 - Salary: [Salary Information]
 - Duration of Employment: [Contract Duration]
3. ****Purpose of OEC****
 - [Reason for OEC Submission, e.g., required for visa processing, etc.]
4. ****Supporting Documents Attached****
 - [List of Attached Documents, e.g., employment contract, proof of payment, etc.]

Please let me know if you require any further information or documentation. I look forward to your prompt processing of this submission.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]