

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Employment for [Applicant's Name] - OEC
Application

We are writing to verify the employment of [Applicant's Name], who has applied for an Overseas Employment Certificate (OEC). The details of [Applicant's Name]'s employment are as follows:

1. ****Position:**** [Applicant's Job Title]
2. ****Employment Start Date:**** [Start Date]
3. ****Employment Status:**** [Full-time/Part-time/Contract]
4. ****Job Description:**** [Brief description of job responsibilities]
5. ****Current Salary:**** [Salary amount]

[Optional: Brief statement about the applicant's performance and skills relevant to overseas employment.]

Please do not hesitate to contact us for any further information or clarification regarding [Applicant's Name]'s employment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Email Address]