

[Your Name]
[Your Job Title]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: NQF Status Verification

I am writing to formally confirm the National Qualifications Framework (NQF) status of [Employee's Name], who has been employed with us as a [Job Title/Position] since [Start Date].

[Employee's Name] holds the following qualifications, which have been assessed and recognized within the NQF:

1. [Qualification Name] - NQF Level [Level]
2. [Qualification Name] - NQF Level [Level]
3. [Any additional qualifications, if applicable]

These qualifications demonstrate [Employee's Name]'s competency in [relevant skills/areas of expertise].

If you require further information or additional verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization]