

Sample Letter – Resignation (Left Company)

[On Company Letterhead]

Our Ref (if any):

Current Date

Tuition Grant Section
Ministry of Education
Address

Dear Sir/Mdm

Letter of Certification

This is to certify that Name of SO Recipient, holder of FIN/ NRIC No., was employed by our company on a full time basis from Commencement Date till End Date.

His last held position was Designation/Title drawing a monthly basic salary of S\$.

For further clarification, please contact Name of Contact Person at Contact No. or Email.

Thank you.

Yours Faithfully,

Signature of Authorised Personnel (e.g. Director/ HR Officer / Reporting Officer)

Name:

Designation:

Company Stamp (if applicable):