

(To be completed on employer's letterhead)

LETTER OF INTRODUCTION FOR BANKING SERVICES

I confirm that (please insert employee's FULL Name) a national (please insert employee's nationality), holder of ID Card/Passport number, is employed with (insert name of Employer).

Employment Details

Position/Occupation:

Definite/Indefinite Contract:

Start Date of Employment:

Length of Employment (*applicable only for definite contract*):

Monthly Salary:

Method of Payment (*Direct Credit would be preferred*):

Signature

Name

Position

Date

Contact Telephone Number