

(Company Letterhead)

Date:

Jurong Port Pte Ltd
37 Jurong Port Road
Singapore 619110

ATTENTION: JURONG PORT PASS OFFICE

Dear Sir/Madam,

SPECIAL APPOINTMENT

We hereby verify that the following personnel is our employee and trained as
_____ (occupation) for _____
_____ (purpose of entry).

Name of Applicant

NRIC/Passport No.

Year of Work Experience

Yours sincerely

[Name & Designation of Officer]

(with company stamp)