Ref No: Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that below-mentioned is an employee of **……………………………… ……….. *(Name of Ministry/Organization)*** currently serving as a **……………………………*……………… ……………… (Designation)*** in the **………………………………. *(Name of Department)***

The details of the employee are as follows:

* **Name:**
* **CID No.:**
* **Employee ID:**
* **Date of Joining:**
* **Designation:**
* **Grade/Position Level:**
* **Date of Superannuation:**
* **Employment Type:** Regular / Contract (Tick One)
* **Monthly Gross Salary:** Nu.
* **Total Loan deduction (If any):** Nu.

This letter is issued upon the employee's request and may be used for the purpose of loan processing or other formal verification as deemed necessary by Bhutan National Bank Limited, BNBL.

In the event the applicant resigns/retires/separates from this office for any reason, we will intimate Bhutan National Bank Limited immediately.

Should you require any further clarification or confirmation, please feel free to contact us at the above-mentioned address.

***Sign and Seal***

Human Resource Officer/ ADM