TO WHOM IT MAY CONCERN

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicants’ HKID/Passport

No.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicants’ Gender) was employed by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company) as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position Title) from

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Month/Year) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Month/Year),

(Relevant Training Experience) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Month/Year) to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Month/Year).

If you have any further questions with regard to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant) working

experience, please do not hesitate to call me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a person in charge)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contact Number).

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a person in charge)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_