

Sample employment letter

Official Letterhead

Date:

To: State Trading Organization

This letter is issued to Mr/Ms (National ID No:) Employed at this company/organization. Additional details of the employees are listed below:

Designation:

Date of Joining:

Basic Salary:

Details of other allowances:

If STO Credit Scheme application is approved for the above mentioned employee of our company/organization, then please email the details to

For Further clarification please contact the following:

Name:

Designation:

Contact Number:

Thank you.

(sign)

Name

Designation

(official stamp)