

[COMPANY NAME] (Pty) Ltd

[Company address] · [Phone] · [Email] · [Company registration No.]

[Date]

EMPLOYMENT VERIFICATION LETTER

To whom it may concern,

This letter confirms that Mr./Ms. [FULL NAME], ID number [ID NUMBER], has been employed at [COMPANY NAME] as a professional truck driver (Code 14 / EC licence) from [START DATE] to [END DATE / present].

During this period, the driver has been operating [truck type, e.g. articulated / superlink vehicles] on [route type, e.g. long-distance national routes], and has performed his/her duties responsibly and professionally.

This letter is issued at the request of the employee for employment purposes.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Full name of manager / HR representative]

[Position]

[Company name]

[Phone] · [Email]