

Company Logo
Company Name
Company Address
Company Tel number
Company Registration Number
Company web/e mail address

Date: Today's date

To: Whom it may concern.

I, Joe Soap, from Company name, hereby acknowledge that, Prosper Neville Terence Hoosein (full names and surname, ID number: _____ is working as a electrician/ plumber with us from **15 January 1999 to date. Or 5 January 1999 to 15 January 2009. (date written out in full)**

His / her daily tasks/duties are:

(List your daily duties)

For example:

Electrician – Fault finding on 3 ph. motors

House wiring

Electrical installations

Load balancing

Maintenance on domestic circuits

Plumbers – installations of geysers

Unblocking of drains

Installation of toilets/showers/basins

Replacing of toilet and urinal slush masters

Other general plumbing and maintenance

I feel that he has the necessary knowledge to complete the trade test

Your cooperation in this matter will be appreciated

Yours Sincerely

Name and Surname

Signature_____

Managing Director/Owner

Company Stamp if available