

**A letter of employment issued by an employer must
include the following information:**

(Letterhead of Enterprise/Organisation)

Name of Enterprise/Organisation

Address and Phone Number

This information has to be consistent with the information on the applicant's Macao SAR Resident Identity Card. In case of inconsistency, other certification documents must be provided to prove that the two are the same person.

Letter of Employment

This is to certify the employment status of the following person:

Name:

Chan Tai Man

Macao SAR Resident Identity Card No.: 1234567(8)

Position: Clerk, Engineering Department

Period of Employment: From 1 January 2024 to 30 March 2025

Date of Termination of Employment: 30 March 2025 (if applicable)

If the applicant is still employed, it is not necessary to provide the date of termination of employment.

Seal of Enterprise/Organisation:

Seal of
Employer

Title of Person-in-Charge: Human Resources
Manager

Name of Person-in-Charge: Lei Sei

Signature of Person-in-Charge: *Lei Sei*

Date of Signature: 1 April 2025

**This document must be issued
after the period of employment.**