

(Standard Letter) On Company Letterhead

The Manager
Installment Credit Division
The Commercial Bank of Qatar
P.O. Box 3232
Doha , Qatar

Dear Sir:

This is to certify that (full name staff) is a Confirmed employee of the (name of the company). He joined the company on _____ and currently working as (job title) in (department). His present salary is _____ per month.

To assist Mr. _____ in obtaining an Account Opening/Credit Card/Personal Loan/Vehicle Loan from your bank, we confirm that this monthly salary will continue to be paid to his bank account with Commercialbank effective _____.

If Mr. _____ resigns or his employment is terminated by this Company, we will inform you accordingly and pay all amounts of End of Services Benefits due to him, if any, to his aforementioned Bank account.

The above-named employee fully understands that (Company Name) does not in any way hold itself responsible for any debits incurred by him and that the granting of Credit Card is the sole discretion of your Bank.

Yours truly,

(Company Name)

(Authorized Signatory)