



GOVERNMENT OF THE VIRGIN ISLANDS

JOB LETTER REQUEST FORM

INSTRUCTIONS: This form should be used to request a job letter for the purposes of verifying employment or salary information to banking, international and other institutions or organisations. Please complete the form in its entirety and submit to the Department of Human Resources.

EMPLOYEE DETAILS

Status: Current Employee Retiree

Employee Number: _____ Date of Birth: _____
DD/MMM/YYYY

Full Name: _____
Last Name First Name Middle Initial

Ministry/Department: _____ Position: _____

Email: _____ Contact No.: _____

JOB LETTER DETAILS

If job letters are required for multiple purposes, indicate the number of each job letter required in the space provided below.

1. Financial Institution Embassy Other

To whom: _____

Address: _____

Information required in job letter:

Social Security Number Gross Earnings
 Job Title Other (please specify): _____
 Employment Start Date _____
 Employment End Date _____

Number required: _____

2. Financial Institution Embassy Other

To whom: _____

Address: _____

Information required in job letter:

Social Security Number Gross Earnings
 Job Title Other (please specify): _____
 Employment Start Date _____
 Employment End Date _____

Number required: _____

ADDITIONAL INSTRUCTIONS

COLLECTION INFORMATION

Indicate who will collect: Self Other (Presentation of ID and authorisation letter is required for collection)

Collector's Name: _____

Employee Signature: _____ Date: _____
DD/MMM/YYYY

TO BE COMPLETED UPON COLLECTION

Collected by: _____
Signature: _____
Date: _____
Contact Number: _____

FOR ADMINISTRATIVE USE ONLY

Prepared by: _____
Date completed: _____
Comments: _____

PLEASE NOTE THAT ALL REQUESTS WILL TAKE THREE (3) BUSINESS DAYS TO PROCESS

Please submit this completed form to the Department of Human Resources at the address:

RE: JOB LETTER REQUEST | Department of Human Resources | Central Administration Complex | Road Town, Tortola VG 1110 | British Virgin Islands