GOVERNMENT OF THE VIRGIN ISLANDS

JOB LETTER REQUEST FORM

Complete this form to request a job letter for the purposes of verifying employment or salary information to banking, international and other institutions or organisations. All requests will be processed within 3 days upon receipt.

Status: ☐ **Current Employee** ☐ **Retiree** ☐ **Former Employee** **Employee #:** _____

Full Name: _____
Last Name First Name Middle Initial

Ministry/Department: _____ **Position Title**: _____

Email: _____ **Contact #:** _____

Signature: _____ **Date:** _____

JOB LETTER DETAILS

☐ Financial Institution ☐ Embassy ☐ Other

To Whom: _____

Information required in job letter:

☐ Gross Earnings ☐ Job Title ☐ Employment Dates

FOR ADMINISTRATIVE USE ONLY

Date Completed: _____ Prepared by: _____

Distribution: ☐ Email ☐ Printed for Collection

COLLECTION INFORMATION

Indicate who will collect: ☐ Self ☐ Other

Collector's Name: _____

Contact Number: _____

Presentation of Identification, at the time of collection, may be required.

TO BE COMPLETED UPON COLLECTION

Collected by: _____

Signature: _____

Please submit this completed form to the Department of Human Resources at HRDBVI@gov.vg or to the address:

RE: JOB LETTER REQUEST | Department of Human Resources | Simms Building, 2nd Floor | Road Town, Tortola VG 1110 | British Virgin Islands