**(TO BE PRINTED ON LETTERHEAD)**

# Ref: [Insert reference number]

Nairobi, [insert date]

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam

**Re: [Insert name of employee]**

This is to certify that [insert name of employee]is an employee of [insert name of organization] on a [insert type of contract] contract since [insert date of joining]. Please process his PIN application for Income Tax compliance purposes.

* Staff No: [Insert staff number]
* Designation: [insert designation of employee]
* ID/PP No: [Insert ID or passport number]

Any assistance accorded to him will be appreciated.

Yours faithfully,

[Insert name of authorized signatory]

[Insert designation of authorized signatory]

CC: File