**(TO BE PRINTED ON LETTERHEAD)**

# Ref: [Insert reference number]

Nairobi, [insert date]

The Manager

National Social Security Fund

[Insert address or location]

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]. She wishes to register with the NSSF to enable her contributions to be credited to her account.

* Staff No: [Insert staff number]
* Designation: [insert designation of employee]
* ID No: [Insert ID number]
* Employer Code: [Insert employer’s NSSF number]

Any assistance accorded to her will be appreciated.

Yours faithfully,

[Insert name of authorized signatory]

[Insert designation of authorized signatory]

CC: File