NOTE: To be printed on the Entity’s letterhead.

[date]

Singapore Institute of Legal Education

(Attn: Director, Bar Admission and Examinations)

2 Havelock Road

#04-18 Havelock 2

Singapore 059763

**LETTER OF CONFIRMATION OF EMPLOYMENT**

1. I, [Full Name of Authorised Representative as per NRIC / FIN], hereby confirm that I am an authorised representative of [Name of Entity] ([UEN No.]) (the “Entity”) and that I am authorised to issue this letter on its behalf.
2. I confirm that [Full name of the Supervisor as per NRIC / FIN] was employed full-time in the legal department of the Entity during the period from [Start Date] to [End Date] (“Relevant Period”).
3. I confirm that, during the Relevant Period, the Entity was a qualifying entity as defined in section 2 of the Legal Profession Act 1966 and that it met the requirements under rule 36 of the Legal Profession (Admission) Rules 2024.
4. For clarifications, please contact me at [contact number] or [email address].

Yours faithfully,

*signed*

[Full Name of the Authorised Representative]

[Designation]

for [Name of Entity]