

## Letter of Employment

<< To be printed on the Organisations Letter Head >>

To

Sify Technologies Ltd  
Bangalore

### Letter of Employment

#### **Certificate Applicant Information**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email ID: \_\_\_\_\_

I, (Name of the Authorised Person) \_\_\_\_\_,  
certify that on (Date) \_\_\_\_\_, (Name of the Certificate Applicant)  
\_\_\_\_\_ is an employee of  
our Organisation (Organisation Name) \_\_\_\_\_  
and that the Applicant's Employee ID is (Employee ID) \_\_\_\_\_. I acknowledge by  
my signature, that the Applicant information in this document is complete and accurate as per  
our office records.

I fully understand that the Applicant is responsible to transact on the Organization's behalf  
and I will ensure timely revocation of Digital Signature Certificate in case the employee  
leaves the company in future

(Signature of Authorised Person)

(Company Seal)

#### **Details of Authorised Person**

Full Name: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (Fixed Line numbers only ): \_\_\_\_\_