(Please complete this document on your company cover letter.)

CERTIFICATE OF EMPLOYMENT

|  |  |
| --- | --- |
| **NAME** |  |
| **RESIDENT ID NO.** | **( 주민번호 13자리 )** |
| **DEPARTMENT** |  |
| **PERIOD OF EMPLOYMENT** |  |
| **EMPLOY ID NO.** |  |
| **POSITION** | **( 초청장 직책과 일치 )** |
| **CURRENT ADDRESS** |  |
| **COMPANY E-MAIL ADDRESS** |  |

THIS IS TO CERTIFY THAT ABOVE MENTIONED IS TRUE AND CORRECT UNDER THE RESPONSIBILITY OF THE COMPANY ( DD-MM-YYYY ; ISSUE DATE)

NAME OF COMPANY :

**POSITION OF THE PERSON WHO ISSUED THIS DOCUMENT :**

**NAME OF THE PERSON WHO ISSUED THIS DOCUMENT :**

**OFFICIAL COMPANY SEAL**

**& NAMEPLATE**