

Examples of Employer or Self-Employed reference letter

1. Employer Letter

REQUIRED INFORMATION

- Company letterhead [LETTERHEAD]
- Company Name [Company's Name]
- Company contact details, including address, email and telephone number [Company's Address]
[City, Postal Code]

[Email]
[Phone Number]
- Date [Date]
- Addressed to CIBA **To the Chartered Institute for Business Accountants – Data Analytics and Data Governance Program 2025**
- Confirmation of employment details, including Full Name, Company Name, Start date and job title. This letter serves to confirm the current employment of the following individual:
Employee Name: [Full Name]
Employee ID: [Employee Identification Number]
Employer/Company: [Company Name]
Employment start date: [Start Date]
Position: [Job Title]
- Confirmation that the business operates in the FAS sector. I confirm that the business operates in the Finance and Accounting Services (FAS) Sector.
- Employer Name and Surname If you require any further information, please do not hesitate to contact me.
- Work Title Sincerely,
[Employer Full Name]
- Contact details: email number [Job Title]
[Email]

2. Self-Employed Letter

REQUIRED INFORMATION

- Company letterhead

- Company Name
- Company contact details, including address, email and telephone number

- Date

- Addressed to CIBA

- Confirmation of self-employment, including Full Name, ID, Company Name, Business start date and job title.

- Confirmation that the business operates in the FAS sector.

- CIPC Proof

- Confirmation of services rendered

- Delegate Name and Surname
- Work Title
- Contact details: email and mobile number

[LETTERHEAD]

[Company's Name]

[Company's Address]

[City, Postal Code]

[Email]

[Phone Number]

[Date]

To the Chartered Institute for Business Accountants – Data Analytics and Data Governance Program 2025

This letter serves to confirm that I am currently self-employed:

Name: [Full Name]

ID: [Employee Identification Number]

Company/Business: [Company Name]

Business start date: [Start Date]

Position: [Job Title]

I confirm that the business operates in the Finance and Accounting Services (FAS) Sector.

To support this confirmation, a copy of the **CIPC Company Registration Document** is attached as page 2 of this letter.

OR

As a sole proprietor operating in my personal capacity, a client has signed the statement below, confirming that my business is providing services to them.

I hereby confirm that the individual who signed the letter is self-employed and is currently providing services to me.	
Name:	[Full Name]
ID:	[Identification Number]
Start date of services:	[Date]
Services rendered:	Stipulate the services: Bookkeeping, Tax, etc.
Contact number:	[Telephone number]
Contact email:	[Email]
Signature:	[Signature]

If you require any further information, please do not hesitate to contact me.

Sincerely,
[Full Name]
[Job Title]
[Mobile]
[Email]