

**(SAMPLE LETTER ON JOB DESCRIPTION & COMPANY PROFILE)**

Name of Applicant : \_\_\_\_\_

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

**A) JOB DESCRIPTION**

**B) COMPANY PROFILE**

Please provide the following:

- 1) Company Brochure, catalogue, annual report, etc. as your reference
- 2) If your company do not have a above document, please provide company write-up here