

[Organisation Logo/ Letter Head]

[Date]

Letter of Accomplishment

To whom it may concern,

This letter is to confirm that **[Applicant Name]** (**[HKID No.]**) has volunteered/worked at **[Organisation]** for an accumulated **[Total No. of working hours]** hours between **[date: dd/mm/yyyy]** and **[date: dd/mm/yyyy]**.

[Applicant Name] worked/volunteered at **[organisation]**, where s/he **[briefly describe job duties/animal exposure: one or two things]**.

If you have any questions, please contact us through **[contact information]**.

Sincerely,

[Signature] [Organisation chop if applicable]

[Writer Name]
[Title – if applicable]