

The Manager  
UBA Plc  
.....  
.....

Dear Sir,

**LETTER OF INTRODUCTION AND EMPLOYER AWARENESS FOR**

This serves to introduce the above named member of our staff with employment number ..... who is a confirmed and permanent staff of our organization and has worked in this organization for .....years.

..... is on a monthly net income of N.....and maintains a salary account number .....with your bank. In accordance with the Pension Act, we cannot deduct any outstanding indebtedness from his/her pension contribution with the Pension Fund Administrator. However, we confirm that the applicant's monthly salary, terminal benefits/gratuity (where available) and final emoluments will be paid through the same bank account with your good selves in the event of job severance/ separation from the company or retirement/death.

We certify that we shall:

- Continue to domicile his/her salary payments, allowances and terminal benefits into his/her account with your branch and no change of account will be effected without a written confirmation from UBA attesting full liquidation of the loan.
- Notify the bank within 72 hours of the applicant's exit in the event of job severance/ separation from the company or retirement/death to enable UBA take appropriate action to recover the facility where applicable.

This notification will be addressed to the Business Manager of the UBA Business Office advised here: .....

Kindly provide him/her all the necessary assistance.

Thank you.  
For:  
(Name of Organization)

Signature

Name of Authorized Signatory

Designation

Date & Official Stamp