

COMPANY LETTER HEAD

Tarikh:

LABOUR OFFICE
ADDRESS

Tuan,

PER: KEMATIAN KEPADA PEKERJA (NAME AND PASSPORT NUMBER)

Merujuk kepada perkara diatas, pekerja saya yang bernama Paspot nombor yang berasal dari Negara..... telah (explain how the worker accident and how serious is the injury) di (where) padajam lebih kurang

Sekian laporan saya.

Terima kasih

Yang benar,

NAME
TEL:

NOTE: Please submit the following documents to labour office.

1. PHOTOCOPY OF POLICE REPORT
2. PHOTOCOPY OF DEATH CERTIFICATE
3. PHOTOCOPY OF POST MORTEM REPORT
4. PHOTOCOPY OF SURAT PENGKUBURAN
5. PHOTOCOPY APPROVAL LETTER FROM DBKL
6. PHOTOCOPY OF RELEVANT BILLS