



REGENCY RECRUITMENT AND RESOURCES LIMITED JOB LETTER POLICY

Thank you for your continued support, hard work and positive representation of Regency Recruitment and Resources Limited. Please find to follow guidelines regarding job letters. For this purpose you, the person who is working for us at the client's offices, shall be referred to as 'the candidate':

- A. **To request a job letter** - Contact Ms. Akili Cox at 625-6225 ext 238 or email akili@regencytrinidad.com
- B. **Job Letter Addressee** - No job letter shall be addressed with *To Whom It May Concern* only. Therefore, when the candidate is requesting a job letter, he / she must provide :
 - a. Recipient Company Name
 - b. Company Address
 - c. Name and / or position of contact
 - d. Department Name
- C. **Number of job letters the candidate can request within one calendar year** - The candidate can request a maximum of five (5) job letters per calendar year. A nominal fee of \$5TT each for the issue of job letters in excess of this amount will be applied.
- D. **Job Letter Content** - Regency Recruitment and Resources Limited will at no point in time knowingly misrepresent ourselves, our clients or candidates. This includes but is not limited to the terms of conditions of contracts, such as position, salary and length of contract.
- E. **Job Letter Completion** - Job letters will be completed one working day from requested date by the candidate once all the necessary information has been provided.
- F. **Urgent Job Letter Requests** - Request for same day collection of job letters must be done no later than 2PM on the day. There is an administration fee of \$20TT for the immediate processing. This *must* be paid when collecting. Please note that Regency Recruitment and Resources Limited reserve the right to refuse a same day request.

If you have any questions or concerns please do not hesitate to contact me.

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