

## LETTER OF CONTINUING GUARANTEE

### TEMPLATE

(To be filled by the authorised employer. Kindly use the official letterhead of your organisation)

The Undersigned, \_\_\_\_\_ (Name)

With office located at: \_\_\_\_\_ (address)

Hereby certifies that:

[Insert Name of Applicant, Current Designation] has been endorsed to participate in the ACB Secondment Programme.

[Name of Organisation] recognises the opportunities that will be provided by the programme to [Insert Name of Applicant] in enhancing his/her capacity and developing a regional mindset towards achieving the ASEAN's biodiversity goals, which would benefit the organisation/institution.

[Name of Organisation] agrees not to sever the continuity of service of [Insert Name of Seconded Applicant] to the organisation and hereby guarantees that the Applicant shall continue to receive the same salary and other benefits as entitled in their current position and they shall not be diminished in any other way while the Applicant is engaged by the ACB under the ACB Secondment Programme. [The organisation may wish to provide additional information on their organisation's secondment policy or other local administrative instruments in place that may be applicable to this arrangement, if any].

The guarantees herein are set out without further conditions and shall be in full force and effect until revoked in writing.

Signature of Officer: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position/Detail of Qualification: \_\_\_\_\_

Date: \_\_\_\_\_