

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Attendance Certificate

This is to certify that [Employee's Name], holding the position of
[Employee's Job Title] at [Your Company Name], attended
[Event/Training/Workshop/Conference Name] held on [Date(s)] at
[Location].

During this event, [Employee's Name] participated in various sessions
focusing on [Brief Description of Topics Covered].

We acknowledge [his/her/their] dedication and commitment to professional
development by attending this event.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]