

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Name], son/daughter of [Parent's Name], was employed with us at [Company Name] as a [Job Title] from [Start Date] to [End Date]. During this period, [he/she/they] worked part-time, contributing [number of hours] hours per week.

[Employee's Name] was responsible for the following duties:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[He/She/They] demonstrated excellent skills in [specific skills or qualities], and [his/her/their] contributions were highly valued by our team.

We wish [Employee's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature]