

[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 Name], son/daughter of [Parent's Name], has been employed with [Company Name] as a [Job Title] from [Start Date] to [End Date].

During their tenure with us, [Employee Name] was responsible for [brief description of job responsibilities and duties]. [He/She/They] demonstrated exceptional skills in [mention specific skills or areas of expertise], contributing significantly to our team's success and the company's objectives.

[He/She/They] exhibited a positive attitude, excellent communication skills, and the ability to work effectively within a team. [Employee Name]'s dedication and professionalism made a lasting impact on our organization, and [he/she/they] has our highest recommendation for any future endeavors.

We wish [Employee Name] all the best in their future pursuits.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature]