

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Full Name], son/daughter of [Parent's Name], has been employed with [Company Name] as a [Job Title] since [Start Date]. During their tenure with us, [he/she/they] has been a valuable member of our team, demonstrating [briefly mention skills, responsibilities, or contributions].

This certificate is issued upon the request of [Employee's Name] for the purpose of [mention purpose, e.g., applying for a loan, visa application, etc.].

We wish [him/her/them] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature (if printed)]