

[Your Organization's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Full Name], son/daughter of [Parent/Guardian's Name], is working with [Company/Organization's Name] as a [Designation/Position] since [Date of Joining].

[Employee's Full Name] bears the employee ID [Employee ID] and is a dedicated and valued member of our team. His/Her responsibilities include [brief description of duties/responsibilities].

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

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

For [Company/Organization's Name],

[Signature]

[Name of the Authorizing Person]

[Designation]

[Contact Information]

[Company Seal] (if applicable)