

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Bonafide Certificate

To Whom It May Concern,

This is to certify that [Employee Name], son/daughter of [Parent's Name], is an employee of [Company Name] situated at [Company Address] since [Date of Joining]. He/She holds the position of [Employee Position] in our organization.

This certificate is issued upon his/her request for [mention purpose, e.g., education, visa application, etc.].

We wish him/her all the best in his/her future endeavors.

For [Company Name],

[Signature]

[Your Name]

[Your Designation]

[Contact Information]