

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to certify that [Employee Name] was employed at [Company Name] as a [Job Title] from [Start Date] to [End Date].

During their tenure, [he/she/they] demonstrated the following skills and qualities:

- [Skill/Quality 1]

- [Skill/Quality 2]

- [Skill/Quality 3]

[Employee Name] contributed significantly to [brief description of projects or responsibilities].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]