

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to confirm that [Employee's Name], who has worked as [Employee's Position] with us from [Start Date] to [End Date], has demonstrated exemplary conduct during their time at [Company's Name]. [Employee's Name] has consistently displayed professionalism, integrity, and a commitment to their responsibilities. They have adhered to company policies and maintained positive relationships with colleagues and clients alike.

We are pleased to provide this certificate of good conduct for [Employee's Name] as they seek new employment opportunities. It is our belief that they will bring the same dedication and work ethic to your organization.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]
[Your Position]
[Company's Name]