

[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 Name] was employed with us at [Company Name] from [Start Date] to [End Date] as a Store Keeper. During this period, [he/she/they] demonstrated a high level of professionalism and dedication in managing inventory and warehouse operations.

[Employee's Name] was responsible for:

- Receiving and inspecting incoming goods
- Maintaining accurate inventory records
- Organizing storage spaces for efficient accessibility
- Assisting with stock audits and preparing reports
- Ensuring compliance with health and safety regulations

[He/She/They] displayed excellent organizational skills and a strong ability to work collaboratively with team members. [His/Her/Their] attention to detail and commitment to maintaining an orderly store environment were commendable.

We wish [Employee's Name] all the best in future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]