

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally certify your employment with [Company Name] as a Retail Store Keeper from [Start Date] to [End Date]. During your tenure with us, you consistently demonstrated exceptional skills and a strong work ethic.

Your responsibilities included:

- Managing inventory levels and ensuring optimal stock availability
- Performing regular stock checks and maintaining accurate records
- Assisting customers with inquiries and providing excellent service
- Collaborating with team members to enhance store operations

Your contributions to the team were highly valued, and you played a key role in achieving our sales targets. We appreciate your dedication and professionalism throughout your employment.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]