

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Formal Occupation Certificate

I hereby certify that [Employee's Name], holding the position of [Employee's Job Title], has been employed with [Company/Organization Name] since [Start Date]. As of the date of this letter, [he/she/they] continues to fulfill [his/her/their] responsibilities effectively and has shown great dedication to [his/her/their] role.

[Employee's Name] is involved in [brief description of job responsibilities] and has contributed significantly to our [mention any relevant projects or achievements].

This certificate is issued upon [Employee's Name]'s request for [mention purpose, if necessary].

Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]
[Company Phone Number]