

[Your Company/Organization Letterhead]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Basic Hygiene Certificate

We are pleased to inform you that [Recipient's Full Name] has successfully completed the Basic Hygiene training program conducted by [Your Company/Organization Name] on [Date of Training].

This certificate verifies that [he/she/they] has acquired the necessary knowledge and skills to maintain proper hygiene standards in the workplace, understanding the importance of hygiene in [specific context, e.g., food handling, healthcare, etc.].

Please feel free to contact us for any further information regarding this certification.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Contact Information]