

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Qualification Certificate

We are pleased to inform you that [Employee's Name], holding the position of [Employee's Position], has successfully completed the [Name of Qualification/Course] on [Date of Completion].

This certificate recognizes [his/her/their] dedication and achievement in [briefly describe the skills or knowledge gained]. We believe that this qualification will greatly contribute to [Employee's Name]'s professional development and our organization's success.

Should you require any further details or verification, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]