

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This is to certify that [Employee's Name] was employed with [Company Name] from [Start Date] to [End Date] in the capacity of [Job Title]. During their tenure, [he/she/they] demonstrated [key responsibilities, skills, and achievements].

[Employee's Name] was responsible for:

- [Responsibility/Task 1]
- [Responsibility/Task 2]
- [Responsibility/Task 3]

[He/She/They] consistently exhibited [qualities/attributes such as professionalism, teamwork, leadership, etc.]. [His/Her/Their] contributions were invaluable to our team and [Company Name].

We wish [Employee's Name] all the best in [his/her/their] future endeavors. For any further information, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]