

[Company Letterhead]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
TO WHOM IT MAY CONCERN
This is to certify that **[Employee's Name]**, son/daughter of
[Parent's Name], was employed with us at **[Company Name]** from
[Start Date] to **[End Date]** as a **[Job Title]**.
During their tenure with us, **[Employee's Name]** was responsible for
the following duties:
- **[Responsibility #1]**
- **[Responsibility #2]**
- **[Responsibility #3]**
[Employee's Name] demonstrated commendable skills in **[mention
relevant skills/qualities]**, and contributed positively to the team.
We wish them all the best in their future endeavors.
Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Signature]