

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to certify that [Employee's Name] was employed at [Your Company Name] as a [Job Title] from [Start Date] to [End Date]. During this time, [he/she/they] demonstrated [list key skills and responsibilities].

[Employee's Name] was responsible for:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[He/She/They] achieved [mention any significant accomplishments or projects]. [Employee's Name] was an integral part of our team and contributed greatly to [specific outcomes or company goals].

We wish [him/her/them] all the best in [his/her/their] future endeavors. Please feel free to contact me should you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]