

[Your Company's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Name], holding the position of [Employee's Designation] at [Company's Name], has been employed with us from [Start Date] to [End Date].

During their tenure, [Employee's Name] has been responsible for the following duties and responsibilities:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

[Employee's Name] has demonstrated [mention any strengths, skills, or achievements], contributing positively to our team and the organization.

We wish [Employee's Name] all the best in their future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[Contact Information]