

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: XC Certification Confirmation

We are pleased to inform you that [Employee's Name], holding the position of [Employee's Title] at [Your Company Name], has successfully completed the XC certification. This certification was awarded on [Certification Date] and confirms that [he/she/they] has met the required standards of proficiency in [specific skills/knowledge related to the certification].

[Employee's Name] has demonstrated exceptional capabilities and commitment to the professional standards set forth in the certification process. We are confident that [his/her/their] expertise will significantly contribute to [specific projects or objectives].

Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]

[Company Website (if applicable)]