

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Certification of [Certification Name]

Dear [Recipient Name],

We are pleased to certify that [Employee Name], holding the position of [Employee Title] at [Your Company Name], has successfully completed the requirements for [Certification Name].

The details of the certification are as follows:

- Certification Name: [Certification Name]
- Issuing Authority: [Issuing Authority Name]
- Date of Issue: [Date of Issue]
- Expiration Date: [Expiration Date (if applicable)]
- Certification ID: [Certification ID (if applicable)]

[Employee Name] has demonstrated the necessary skills and knowledge required to obtain this certification, and we believe this credential enhances their professional expertise in [relevant field/area].

For any further inquiries, please feel free to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]