

<<<Date>>>

TO WHOM IT MAY CONCERN

Re: Mr. /Mr. <<<Name of the Employee>>>

This is to certify that Mr. /Mr. <<<Name of the Employee>>> was a permanent employee of <<<Company Name>>>. <<<Name of the Employee>>> joined <<<Company Name>>> on <<<Date>>> as a <<<Designation>>> and was promoted to the post of <<<Designation>>> in <<<Date>>>. He / She worked as a <<<Designation>>> Lead from <<<Date>>> to <<<Date>>>

As a <<<Designation>>>, He / She was responsible for <<<<Responsibilities>>>

He / She is competent on <<< Competencies >>>

<<<Name of the Employee>>> was a team oriented individual, who developed good working relationships with her/ him supervisors and colleagues. The management and her/ him peers appreciated her/ him honesty, commitment and integrity which are unquestionable.

The <<<Company Name>>> would like to take this opportunity to wish her the very best in her future endeavors.

Yours faithfully,

.....
<<<<Name of the HR Manager>>>>
HR Manager