

TO WHOM IT MAY CONCERN

I hereby certify that the person named (name of the applicant) was employed by our company, (name of the company), during the period starting from to

He/she started in our company at the position of a trainee, but with his/her excellent performance and good abilities, he/she quickly got officially employed as a full time employee. For years of working for us, he/she demonstrated as a diligent and truthful person. His/her leadership skills were outstanding and very helpful and highly appraised by our staff. By the time he/she was leaving, he/she had been nominated to the position of Assistant Manager.

Anyway, all of us wish his/her the best in his/her career path and future and would like to thank him/her for his/her excellent contribution.

Yours faithfully,

Your Signature
Your Name
Designation
Organization Name
Organization Seal