Place:

Date:

**To Whom It May Concern**

It is hereby certified that Mr./Ms.**[Employee Name]** employed with us as an **Account Assistant** starting from **[dd/mm/yyyy]** to **[dd/mm/yyyy]**.

We have been satisfied with his/her performance for the above period of work. His job responsibilities are as under:

* Making entries in Tally ERP
* Maintaining accounting records
* Invoicing
* Filing GST, TDS, service tax and professional tax returns
* Salray sheets preparation

We wish every success in all his/her future endeavours.

For the **[the company name]**

Signature.