Place:

Date:

**To Whom It May Concern**

This is to certify that Mr./Ms. **[Employee Name]** was an employee of our company from **[dd/mm/yyyy]** to [**dd/mm/yyyy]** as an **Account assistant** in the **Accounts** department.

During his tenure with us for the above period, we found him sincere, passionate, and hard-working. His/her job responsibilities include maintaining bank statements, cash handling, invoice management, and maintaining purchase and sales accounts.

We wish him/her good luck for his/her future.

(Signature)

Authorized person designation/name.

Company name.