Place:

Date:

**To Whom It May Concern**

It is hereby certified that **Mr./Ms. [Employee Name]**, worked with us as a/an **[Jr Accountant/ Sr Accountant / Accounts Manager]** in our company for a period of **[DD/MM/YYYY]**to [**DD/MM/YYYY]**.

We have seen his/her journey from being an account assistant to a Sr.Accountant because of his dedication and hard work.

His/her job responsibilities include Tally entries, GST filing, vendor management, day-to-day bill filing, and maintaining tax ledgers.

We wish him/her good luck in all his/her future endeavours.

For the **[the company name]**

Authorized Signatory.