Place:

Date:

**To Whom It May Concern**

It is to certify that Mr./Ms. **[Employee Name]** served in our company as a/an   **[Jr Accountant/ Sr Accountant / Accounts Manager]**from**[DD/MM/YYYY]**to **[DD/MM/YYYY]**.

Throughout his career, he/she was energetic, passionate, and dedicated. We can never forget his/her services to the company.

His/her work responsibilities include:

* Visiting statutory bodies for accounting-related works.
* Preparing balance sheets in Excel.
* Maintaining books of account in Tally ERP.
* Filing GST, TDS, Professional Tax, PF returns.
* Managing invoices.
* Handling day-to-day accounting activities.

We wish him/her all the best in all his/her future efforts.

For the **[the company name]**

Authorized Signatory.