Place:

Date:

**To Whom It May Concern**

It is hereby certified that Mr./Ms. **[Employee name]** served in our company as a/an **[Designation]** in **[Department]** from **[DD/MM/YYYY]** to **[DD/MM/YYYY]**.

He/she was smart, humble, and dedicated to the profession. He was self-motivated and always committed to the profession.

At the time of his/her termination with us, his annual CTC was **7,00,000 Rs (Seven Lakh Rupees Only]**.

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

For the **[Company Name]**

Authorized signatory.