Place:

Date:

**To Whom It May Concern**

We hereby certify that Mr./Ms. **[Employee name]** employed by us as a/an **[Designation]** in **[Department]**. His/her date of joining is **[DD/MM/YYYY]** and the date of leaving is **[DD/MM/YYYY]**. The reason for his/her leaving is due to the resignation.

At the time of leaving the job his/, her annual gross salary was **6,50,000 Rs.** **(Six Lakh Fifty Thousand Rupees Only)**.

We wish him/her all the success in all his/her future endeavours.

Authorized person’s name & Signature

Designation.