Place:

Date:

**To Whom It May Concern**

This is to certify that Mr./Ms. **[Employee name]**, worked as an **[Designation]** in **[Department]** from **DD/MM/YYYY** to **DD/MM/YYYY**.

During his tenure of work, he was honest, patient, and detailed to work. His job responsibilities include managing invoices, purchase & sales entries, GST filing, TDS filing, and time to time statutory payments.

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

For the **[the company name]**

Authorized Signatory.