Place:

Date:

**To Whom It May Concern**

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

During his term, he/she was knowledgeable, problem-solving, and a good communicator.

His/her job responsibilities include recruitment, compensation & benefits, attendance management, and organizing employee engagement activities.

We wish him/her all the best for continued success.

For the **[the company name]**

Authorized Signatory.