Place:

Date:

**To Whom It May Concern**

It is hereby certified that Mr./Ms. **[Employee Name]** worked as  **[Designation]** in our company from **DD/MM/YYYY** to **DD/MM/YY**.

During his/her tenure, we found him/her sincere, hard-working, and efficient.  We wish all success in his/her future endeavours.

For the **[the company name]**

Authorized Signatory.