TO WHOM IT MAY CONCERN

 This is to certify that Mr./Ms. **[Employee Name]** was employed with our company from **[date] to [date]** as **[job title]**.

During his tenure, we found him/her very sincere, hardworking, and diligent.

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

For the **company name,**

Authorized Signatory.