**Place:   
Date:**

**To Whomsoever It May Concern**

This is to certify that Mr./Ms. **[Employee name]** has been working with us as a **Staff Nurse (GNM)** in the department of **Paediatrics** from **[date].**

This letter has been issued at the request of **Mr./Ms.** **[Employee Name]** for the purpose of bank loan/telephone connection/gas **connection / to apply for a new job / to apply for a passport.**

Until now we found **him/her** sincere and hardworking.

For the **Hospital Name**,

Authorized Signatory  
(Name & Designation)