Place:   
Date:

**To Whomsoever It May Concern**

It is certified that Mr./Ms. **[Employee Name]** worked as a **[Designation]** in the department of **[Department]** from **[Date]** to **[Date]**.

During the above we found him/her to be regular, honest, and diligent in his/her duties and responsibilities.

We at **[Company name]** wish him/her every success in his/her future endeavours.

For the **[Hotel Name]**,

Authorized Signatory.