**Place: Date:**

**To Whomsoever It May Concern**

This is certifying that Mr./Ms. **[Employee name],** worked as a **Security Guard** in our company from **[Date]** to **[Date].**

During his/her employment we found him/her a dedicated and hardworking individual.

His/her major work responsibilities are as follows:

1. Maintain In & Out entries of visitors.
2. Guarding the property.
3. Monitoring the surveillance cameras.
4. Issuing guest passes.
5. Maintaining security logbooks.
6. Responding to emergencies and unexpected events.
7. Answering and responding to telephone calls.

We wish him/her the best of luck for his/her future.

For the **“Company Name”**,

Authorized Signatory.