**Place: Date:**

**To Whomsoever It May Concern**

It is to certify that Mr./Ms. **[Employee name]** was employed as a Security Guard with our company from **[Date]** to **[Date]**.

During his/her tenure, we found him/her to be physically, emotionally, and mentally fit at all times.

His/her major responsibilities include:

1. Ensuring a high level of security at gates.
2. Ensuring the security of personnel and property at company premises.
3. Screening and verifying staff as they enter the company premises by checking their ID cards.
4. Maintaining security logbooks such, as staff In & out registers, and visitor entry registers.
5. Monitoring the fire alarm and firefighting equipment.
6. Authorizing entrance of people and vehicles.
7. Monitoring surveillance cameras.

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

For the **“Company name”**,

Authorized Signatory.