Date:

**TO WHOMSOEVER IT MAY CONCERN**

 This is to certify that **Mr./Ms. [Employee name]** was appointed in this organization as a **Sales Man / Sales Girl** from **[Date]** to **[Date]** and left the company on **[Date]**.

During his/her tenure with the company, he/ she was found to be a very active, hard-working, and committed individual.

This is also to certify that Mr. **[Employee Name]** holds no liabilities to the company.

We wish him/her all the best in his future endeavours.

For **“The Company Name”**,

Authorized Signatory.