Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr./Ms. **[Employee name]** worked in the department of sales in our organization from **[Date]** to **[Date]**. She was a **Sales Assistant** when she left the company.

During his/her tenure, we found him/her to be a friendly, helpful, confident, and engaging personality.

We are confident that Mr./Ms. **[Employee name]** will be an asset to any organization he/she joins.

For **“The Company Name”**,

Authorized Signatory.