Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. **[Employee name]** was employed with our company from **[Date]** to **[Date]** as a **Sales Executive** for a period of approximately **3** years.

He has excellent interpersonal skills and knowledge of the housing market, local facilities, and government policies.

His primary job responsibilities include:

1. Generate and follow up on sales leads.
2. Follow up with new prospects and create new business opportunities.
3. Identify customer needs and financial capabilities to offer the right solutions.
4. Convert leads to customers by presenting suitable residential properties to the prospects.
5. Assist buyers to finance their new home or property.
6. Maintain relationships with new & existing clients for referrals
7. Negotiate the terms of an agreement and make deals.

On behalf of the **[Company name]**, we wish him continued success in his future endeavours.

For **“The Company Name”**,

Authorized Signatory.