**Date of issuance:** \_\_\_\_\_\_\_\_\_\_

To Whom It May Concern:

This letter certifies that [Employee’s name] was an employee in the role of [Employee’s designation] with [Company’s name] during the period beginning [Employee’s start date] and ending [Employee’s last day].

During his/her time with [Company’s name], [Employee’s name] has remained dedicated and loyal to his/her work and responsibilities with our company. His/her responsibilities included [list key responsibilities, experiences, skills, strengths, etc.]. He/she has done an exemplary job while in this role. [Employee’s name] has always maintained a professional and courteous attitude and appearance while with our company.

His/Her decision to end his/her employment with our company is solely his/her own decision, and we wish him/her all the best in his/her future career opportunities.

Please contact us for any additional information.

Sincerely,

[Signature]

[Printed name of signatory]

[Signatory’s designation]

[Company’s seal]

[Name and address of organization]