

Formal letter certifying employment status

Subject: Certification of Employment

Dear [Recipient Name],

This is to certify that [Employee Name] has been employed with [Company Name] as a [Job Title] from [Start Date] to the present. During this period, [he/she/they] has performed [brief description of duties and responsibilities].

This certification is issued upon the request of [Employee Name] for whatever purpose it may serve.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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