

Employee End of Service Certificate

To Whom It May Concern:

[XYZ Industries] certifies that [Mr. John Smith] was working with us from [start date] till [end date]. At the time of his departure, he was working in the capacity of [Accounting Manager]. [Mr. John] demonstrated great understanding of the requirements of his job and was always on top of his responsibilities which included:

- 1) Duty/Responsibility
- 2) Duty/Responsibility
- 3) etcâ€™.

This letter has been given upon his request without any liability from our side.

Sincerely,

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