

Service Certificate Upon Resignation (Positive Departure)

[Company Letterhead]

CERTIFICATE OF SERVICE

Date: [Date]

To Whom It May Concern,

Subject: Service Certificate for Mr./Ms. [Employee Name]

This is to certify that Mr./Ms. [Employee Full Name] has been a dedicated employee of [Company Name] from [Start Date] to [Last Working Date].

[Employee Name] served in the role of [Job Title] within the [Department Name] and reported to [Supervisor Title]. Throughout their employment, they handled responsibilities including:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Their performance was consistently commendable, demonstrating strong [relevant skills/qualities]. [Employee Name] showed initiative in [specific achievement or project] and contributed significantly to [specific outcome or team goal].

[Employee Name] resigned from their position to pursue [reason, if appropriate to mention]. Their resignation was accepted with regret, and they completed all exit formalities including proper handover of responsibilities.

We appreciate the valuable contributions [Employee Name] made during their tenure and wish them every success in their future career.

This certificate contains no adverse records regarding their employment with our organization.

Best regards,

[Authorized Signatory Name]

[Designation]

[HR Department]

[Company Name]

[Contact Details]

[Company Seal]

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