

Service Certificate After Termination (Neutral Tone)

[Company Letterhead]

EMPLOYMENT SERVICE CERTIFICATE

Date: [Date]

To Whom It May Concern,

Subject: Employment Confirmation for [Employee Name]

This letter confirms that Mr./Ms. [Employee Full Name] was employed with [Company Name] in the position of [Job Title] from [Start Date] to [End Date].

During this period, [Employee Name] was assigned to the [Department/Division] and their role included [brief, factual description of duties].

Their employment with our organization concluded on [End Date]. All company property has been returned and final settlements have been processed as per company policy.

This certificate is issued at the request of the employee for official purposes.

For verification purposes, you may contact our Human Resources Department at [contact information].

Sincerely,

[Authorized Signatory Name]

[Title]

[Company Name]

[Contact Information]

[Official Seal]

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