

Formal end of service certificate template

Subject: End of Service Certificate

Dear [Employee Name],

This is to certify that [Employee Name] has been employed with [Company Name] from [Start Date] to [End Date]. During this tenure, they have held the position of [Designation] and have performed their duties diligently and responsibly.

We wish [Employee Name] all the best in their future endeavors.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

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