

Provisional end of service certificate template

Subject: Provisional Certificate of Service

Dear [Employee Name],

This is a provisional certificate confirming your employment with [Company Name] from [Start Date] to [End Date]. Your final service record and benefits will be updated after completion of all clearance formalities.

Sincerely,

[Authorized Signatory Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/end-of-service-certificate-sample>