

# Service Certificate Letter

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

RE: Service Certificate

This is to certify that [Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date]. During their employment tenure, [Employee's Name] held the position of [Job Title/Designation] in the [Department/Division].

The responsibilities of [Employee's Name] included [Brief description of job responsibilities or key achievements].

We found [Employee's Name] to be dedicated, hardworking, and a valuable asset to our organization. Their professional conduct and contribution to the company were exemplary.

This certificate is issued to [Employee's Name] upon their request, for the purpose of [Specify purpose if any, such as further education, new employment, etc.].

If you require any additional information or verification regarding [Employee's Name]'s employment with our company, please do not hesitate to contact us at [Contact Details].

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

Sincerely,