

Provisional Service Certificate Letter

Subject: Provisional Service Certificate

Dear [Employee Name],

This is to provisionally certify that [Employee Name] has been employed with [Company Name] as [Designation] from [Start Date] to [End Date]. The certificate is issued pending completion of all formal exit procedures.

We acknowledge their contributions and dedication during their service period.

Regards,

[Authorized Signatory Name]

[Designation]

[Company Name]

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