

Informal/Heartfelt Service Certificate Letter

Subject: Service Certificate

Hi [Employee Name],

We're glad to acknowledge your time with [Company Name] as a [Designation] from [Start Date] to [End Date]. Your hard work, positive attitude, and team spirit have made a lasting impact on all of us.

Wishing you every success in your next adventure!

Cheers,

[Manager Name]

[Company Name]

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