

Service Certificate Letter for Retiring Employee

Subject: Service Certificate

Dear [Employee Name],

This is to officially certify that [Employee Name] has served [Company Name] as [Designation] from [Start Date] until retirement on [Retirement Date]. Throughout their career, they exhibited exceptional dedication and professionalism.

We thank them for their invaluable contributions and wish them a fulfilling retirement.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

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