

[COMPANY NAME]

[Street address, City, Country] • [Phone] • [email@company.com] • [www.company.com]

Ref: [HR/EXP/2026/001]

Date: [DD Month YYYY]

TO WHOM IT MAY CONCERN

This is to certify that [Mr./Ms. Employee Full Name] worked with [Company Name] as [Designation] in the [Department] department from [Joining Date] to [Last Working Date].

During this period, [he/she/they] was responsible for [main responsibilities, e.g. managing client accounts, preparing monthly reports and supporting the sales team]. [He/She/They] showed [two or three qualities, e.g. strong work ethic, reliability and good communication skills].

[His/Her/Their] last drawn salary was [amount and currency] per month. [He/She/They] left the company on [his/her/their] own accord, and we have no objection to [his/her/their] future employment.

We wish [him/her/them] every success in [his/her/their] future career.

[Authorised Signatory Name]

[Designation, e.g. HR Manager]

[Company Name]