**Company Letterhead**

**Date ­­­­­­­­­­­\_**\_\_\_\_\_\_\_\_\_\_\_\_

**TO WHOM IT MAY CONCERN**

This is to certify that Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_ worked in our organization \_\_\_\_\_\_\_\_\_\_\_ as designation \_\_\_\_\_\_\_\_\_\_\_\_ in our \_\_\_\_\_\_\_\_\_\_\_\_\_\_ department at \_\_\_\_\_\_\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_\_.

She/he has done a great job during his tenure. He/she was a friendly person with good humour. She/he has always been on time and was very professional.

 We thank him/her for his/her contribution and wish him/her success in his/he future endeavours.

For XYZ Co.

Manager HR