[Company Letterhead]

CERTIFICATE OF EMPLOYMENT

This is to certify that [Employee's Full Name], residing at [Employee's Address], was employed with [Company Name] located at [Company Address], from [Start Date] to [End Date].

During their tenure, [Employee's Full Name] held the position of [Employee's Job Title] in the [Department Name, if applicable] department. Their main duties and responsibilities included:

[List of Key Responsibilities - Example: managing customer accounts, preparing financial reports, developing marketing strategies, etc.]

[Another Responsibility]

[Another Responsibility]

[Continue as needed]

[Optional: Add a brief statement about the employee's performance, if desired. For example:]

[Employee's Full Name] consistently demonstrated a strong work ethic and was a valuable member of our team.

[Employee's Full Name] displayed excellent [specific skill, e.g., communication, problem-solving] skills.

[Employee's Full Name] was a reliable and dedicated employee.

This certificate is being issued upon the request of [Employee's Full Name] for [Purpose of Certificate, e.g., employment application, visa application, etc.].

Issued this [Date] at [Location].

Sincerely,

[Signature]

[Employer's Full Name]

[Employer's Job Title]

[Company Name]

[Company Contact Number]

[Company Email Address]