

Company's Letterhead

Dated (_____)

To:

[Employee Name]

Employee ID (if any)

Complete Address (as per record)

[City, Pin]

[State, Country]

To Whomsoever It May Concern

This letter is to certify that Ajay Singhal has worked in our organization as (**mention the designation**). He had started working here on **dated** [_____] and worked till **dated** [_____]. He had served the company for about one year.

Until the day he joined, he had been quite responsible. To date, he has accumulated a diverse set of talent and job experiences. His mind-blowing abilities include: Team work, Managerial Skill and Analytical Skill. Aside from his love and dedication, he had always been a decent and kind man who kept good relationship with everyone. We are really fortunate to have such a giving individual among us. We wish him all the luck for his future endeavors.

Authorized Signatory

Signature with company's seal

I wish him good luck and great future ahead.

For Maini Auto Incorporation

Manpreet Singh Maini

Manager