

(On the letter pad of the Organization)

CERTIFICATE OF CONDUCT & PERFORMANCE

Date: _____

Ref. No.

Dear Sir/Ma'am

This is to certify that Shri/Mrs./Miss _____ has worked as (designation)_____ with us from _____ to _____ bears a good moral character. His / Her conduct has been good and his / her performance has been good/satisfactory/average/unsatisfactory during the period he/she remained with us.

Signature & Seal of the Competent
Authority to issue such Certificate

N.B.: Candidate must bring this Certificate in a Sealed Cover from his/her present employer and submit the same to us at the time of joining along with other joining formalities.