

**TO WHOM IT MAY CONCERN**

It is to certify that Mr. <Name> S/o <fname> has served in the organization since <From> To <To>. As <Designation> in the management cadre. He is professionally sound, hard-working and a devoted staff member. He has the motivation to take initiative.

Moreover, I would like to reflect over his conduct during his stay with us. During his service he has remained sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a pleasant personality and can efficiently work in a team.

He is leaving her job on his own decision, in order to further his opportunities. We wish him all the best in his future endeavors.

**Sincerely,**

**Hafiz Maqsood Ahmed**

**(CEO)**

**M.M. Plastic Ind.**