**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 end eavors.

**Authorized Signatory**

**Signature with company’s seal**

I wish him good luck and great future ahead.

 **For Maini Auto Incorporation**

**Manpreet Singh Maini**

**Manager**