**Company Letterhead**

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**Date**

**Mr [Name] Senior Superintendent of Police, Kharagpur**

I write this letter to certify that **Mr Name**... had been the Senior Superintendent of Police from **6th January 2015 to 5th January 2020**. He had joined the police department as Deputy Superintendent of Police on **2nd February 2001 and worked on it till 28th November 2009** before he was promoted to Assistant Superintendent of Police. He joined as an ASP on **30th November 2009** and served till he became SSP.

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**Mr Name**... has always been punctual and loyal to his duties. **He** has always been witty and courageous throughout his career**. He** had handled most of the tough cases of the city and had gained experience to solve them successfully. **Mr Name**... had always submitted the reports within the given time which shows his ever-punctual nature. Being strict to his routine, **Mr Name**... always maintained decorum of the department. **He** was also an admirable police officer by the public as he was easily approachable, and people always find it very easy to tell him their problems. **He** had been paid according to the basic pay module decided by the Government of India. We always feel proud to have such a valorous and intelligent officer in our department.

We wish him best of luck for the future.

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We wish him best of luck for the future.

**Sincerely,**

**[Name]**

**Inspector General,**

**Kharagpur range.**