**Company’s Letterhead**

﻿**Date of Issue:**

**To whom it may concern**

This is to certify that [**Name of the employee**) was working with [**Company name**] as [**Employee designation**] in our [**Department name**] department at our [**Office location**] location for (**Tenure**] starting from [**Start date**] to [**End date**].

During his/her tenure with [**Company name**], we found [**Employee name**] to be honest, hardworking & responsible.

He/she has done an exemplary job while working with us and has always maintained professional relations with the team and colleagues.

The decision of moving on is completely [**Employee name**] own decision.

in.indeed.com maintained professional relations with the team and colleagues.

The decision of moving on is completely [**Employee name**] own decision.

We wish him/her all the best in his/her future endeavours.

**Sincerely**

**[Signature]**

**[Name of signatory]**

**[Designation of the signatory]**

**[Contact details of the signatory]**