

CERTIFICATION LETTER

Dated _____

•To,

•Name of the person

•Address _____

• _____

To Whom It May Concern:

This is to certify that Mr. Ms. _____ is employed in our company (Company's Name) _____ since (date) _____ up to present. He / She has requested this letter.

Mr. Ms. _____ had also been a great employee to our company and this is one thing you could be proud of him /her because he /she was your student from her preliminary years in college until now that he /she is taking his /her masters degree in college. For more inquiries and verification, please feel free to contact our office. I have provided all of our contact numbers and email add so you can contact us in any way you are comfortable with.

Thank you very much.

•Sincerely yours,

•Signature

•Name of the person

•Designation