

## CERTIFICATION LETTER

Dated \_\_\_\_\_

- To,
- Name of the person
- Addresss \_\_\_\_\_
- \_\_\_\_\_

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