HR Format on company letter head

Date: DD/MM/YYYY

TO WHOMSO EVER IT MAY CONCERN

This is to certify that Mr Bhupender kumar with Employee code :0003 working at (*Referring* *Company Name & Address, country name*) as a Assisstant Manager as a full time employee.

1). He/She joined as (*Designation at the time of joining*) in DD/DD/MM/YYYY to (*Mention designation changes with dates*) till date and his/her roles and responsibilities are as follows:

Or

2). He/She joined as (*Designation at the time of joining*) in DD/ DD/MM/YYYY to (*Mention designation changes with dates*) DD/DD/MM/YYYY and his/her roles and responsibilities are as follows:

(***Please note****: If there are designation changes in the same organization, kindly mention designation wise roles & responsibilities*)

The main duties and responsibilities undertaken by him/her are as follows:-

***(****Point wise Detailed Roles and Responsibilities as per the Nominated Occupation for the total tenure in the organization****)***

The concerned authorities to make discrete enquiries about me if required

Signature of the HR

Name of the HR

HR Designation