

## INTERMEDIARY EMPLOYMENT CERTIFICATE – SAMPLE

We, undersigned Company X. (Switzerland), hereby attest that:

**Mr. XXXX**, born on xx/xx/xxxx,

has been employed in our company since August 2<sup>nd</sup> 1997.

On July 1<sup>st</sup> 2008, Mr. XXXX was promoted to the position of Regional Manager for Western Switzerland and Tessin and has been, since then, a member of the national Board of Directors. He is in charge of the budget and performance of 5 Departments (Sales, Operations, Customer Service, Telesales and Telemarketing). Moreover, Mr. XXXX is active in the acquisition of new customers and of market prospection. He is also in charge, given his position, of negotiating the terms of sales contracts with key customers, as well as of winning new contracts. In certain occasions, he has been entrusted with the management of projects related to the optimization of workflows.

Mr. XXXX is also in charge of making decisions on the implementation of the price and discount policies. He sets up and approves budgets for all his subsidiaries (turnover, costs and personnel expenses), sets the goals and strategies of the Sales Department, identifies and implements corrective actions in case of a deviation from initial budget targets.

To do so, Mr. XXXX implements in each subsidiary in Western Switzerland and Tessin, an auditing procedure (delivered services, performance and financial results) that he performs on a monthly basis. He then issues a report to the Board of Directors.

For information on his occupations prior to July 1<sup>st</sup> 2008, we refer you to the intermediary certificate issued on January 21<sup>st</sup> 2008.

Mr. XXXX has a pleasant and outgoing personality. He has succeeded in developing excellent relationships with his team and colleagues, as well as with the customers in his region. Mr. XXXX takes initiatives and accomplishes his tasks with much enthusiasm and motivation. We appreciate his willingness to reach the goals that are set to him. Mr. XXXX is loyal towards his employer. He faithfully passes on the messages and guidelines issued by the Board of Directors.

This intermediary certificate of employment is issued following the merger of the Regional Boards for all of Switzerland and their regrouping in Zurich as of February 1<sup>st</sup> 2011. We take advantage of this opportunity to thank Mr. XXXX for the excellence and quality of the work he has accomplished within our company and wish him all the best for both his professional and personal future.

Geneva, October 15<sup>th</sup> 2010.

**COMPANY X. (Switzerland)**

Mr. YYYY  
CEO

Mrs. ZZZZ  
Chief HR Officer