# TO WHOM SO EVER IT MAY CONCERN

# Training Certificate

# This is to certify that Name\_\_\_\_\_\_\_\_\_ has successfully completed training under \_\_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as “\_\_\_\_\_\_\_\_\_\_\_\_\_designation\_\_\_\_” with \_\_\_Grade\_\_\_” from \_\_\_duration of training\_\_\_\_\_ at Company Name.

# We have noticed that, during the period, he/she has shown keen interest in his/her responsibilities and was regular in attendance.

# Human Resource Sign & seal

# Company Name

Grading as per the performance:

A+: Excellent

A: Very Good

B: Good

C: Average