

[Your Company Letterhead]

[Your Company Name]  
[Your Company Address]  
[Your Company Country]  
[Your Company Phone]  
[Your Company Email]

[Date]

To whom it may concern,

Re: Certificate of Employment for [Your full name according to the passport]

This is to certify that Mr. [Your full name according to the passport] was a full-time employee with [Your Company Name], he reported to our office in [Your Company location address 1] from [Start date of location 1] to [End date of location 1] and to [Your Company location address 2 if available] from [Start date of location 2] to [End date of location 2].

Position Details:

Job Title: [Current Job Title or Titles]  
Employment Type: [Full-Time/Part-Time/Casual]  
Hours per Week: [Number of Hours]  
Start Date: [Date of Commencement]  
End Date (if applicable): [Date of Termination, if applicable]

While leaving our organization, he was designated as a [Your Position]. Throughout his employment with [Your Company Name], Mr. [Your fist name] was responsible for the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

We wish him all the best for his future endeavors.

[Signature]

[Name of the Supervisor/Manager]  
[Position]  
[Phone of the Supervisor/Manager]  
[Email of the Supervisor/Manager]