

Date: [DD Month YYYY]

Ref: [HR/SL/ ____]

TO WHOM IT MAY CONCERN

CERTIFICATE OF SERVICE

This is to certify that **[Employee Full Name]** (NIC No. [xxxxxxxxxV / xxxxxxxxxxxx]) was employed at **[Company Name]** from **[Start Date]** to **[End Date]**.

At the time of leaving the Company, [he/she] held the position of **[Designation]** in the [Department] department. During [his/her] period of service, [he/she] also served as [previous designation(s), if applicable].

During [his/her] employment with us, [his/her] conduct and performance were satisfactory.

This certificate is issued at the request of the employee. We wish [him/her] every success in [his/her] future endeavours.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

[Company Seal]