

Standard Employment Service Certificate

[Company Letterhead]

EMPLOYMENT SERVICE CERTIFICATE

Date: [Date]

To Whom It May Concern,

Subject: Employment Service Certificate for [Employee Name]

This is to certify that Mr./Ms. [Employee Full Name] was employed with [Company Name] from [Start Date] to [End Date/Present] in the capacity of [Job Title/Designation].

During their tenure with our organization, [Employee Name] demonstrated professionalism, dedication, and competence in performing their duties. Their responsibilities included [brief description of key responsibilities].

[Employee Name] maintained excellent work ethics and contributed positively to our team. Their employment record shows consistent attendance, punctuality, and adherence to company policies.

This certificate is issued upon the employee's request for [purpose, if known] and contains no adverse remarks.

We wish them success in their future endeavors.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

[Contact Information]

[Company Seal]

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