**%COMPANY\_NAME%**

%COMPANY\_ADDRESS%

%DATE%

To Whom It May Concern:

This is to certify that %EMPLOYEE\_NAME% is an employee of COMPANY\_NAME% from %EMPLOYEE\_DATE\_HIRED% to %EMPLOYEE\_DATE\_SEPARATED% with the position of %EMPLOYEE\_POSITION%.

This certificate has been issued upon request of the interested party for reference purposes.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

%SIGNATORY%

%COMPANY\_NAME%