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Sample text for certificate of recognition

Certificate of recognition example. What do you write in an appreciation certificate. What is a certificate of recognition for students. How to write a certificate of appreciation sample. Certificate of recognition wording examples.

Select a printable certificate of recognition template below and customize it with your own text. There are many designs available. You can customize them all with our free certificate maker. You can also include a photo of the person receiving the award. If you don't like the designs below, use our free certificate maker to create additional recognition certificates.

You can edit each element and choose from hundreds of designs and layouts. Gold Frames The following printables have a gold frame. Framed Borders This is an example of the framed borders available. Once you click on the button below you will find many more designs. Black and White Templates Formal Templates These templates have a very formal format and layout. A certificate of recognition is usually given to someone who has achieved a specific feat or done an excellent job in their work. How to Customize the Template? Select a certificate of recognition template from the selection above. Click on "customize". The template has sample certificate of recognition text but if you select the version below, you can change the wording and make any change you want to the text. Type all of the details: the name of the recipient, the reason for the reward, the date, and the name of the person or establishment presenting the award. For example: awarded to (recipient) in recognition of your donation to the Save the Dog Fund, or, for your outstanding service.



If necessary, move the text around and/or make it larger or smaller. Once you are happy with the way it looks, click on download or print. Tip: If you are using these certificate templates for volunteers then you might want to check out our volunteer appreciation certificate templates. You can use them to recognize a volunteer's contribution, since you can customize all of the text, you can actually use them for any purpose even if it is unrelated to volunteers. Didn't find what you were looking for? We also have hundreds of free certificate templates available. Customize them with our certificate maker. Open Certificate Maker Employee certificates are a great way to show recognition. With our free certificate app, you can create certificates for employees for any purpose. It takes a team to make your business a success and the more successful your employees are, the more successful your business will be. Employees are the heart of every business. However, many business owners do not know how to motivate them and keep them motivated. Many managers ask themselves how they can motivate and encourage their staff in order to retain them. One of the best ways to retain them is to build a working environment that recognizes their contribution and achievements. A good recognition culture will help retain your company's best people. Employee recognition is all about acknowledging the effort and accomplishments of your staff. Employee recognition is even more important today since globalization has opened more doors and opportunities for employees. You need to keep them content to retain them. To do this you need an effective appreciation and recognition program. Such a program will include many tools to ensure you stop to appreciate them and recognize their contribution.

One of these tools is recognition certificates. When you don't make a conscious effort to award a certificate or stop to praise someone you often get caught up in the day-to-day activities and forget to do it. When you recognize employees for their work you not only encourage positive energy but it will increase profits in the long run. Certificate Format A certificate of recognition should be written in a formal and respectful tone as if the person being recognized has accomplished something worthy of praise. It should include the following information: The name of the organization recognizing the achievement The title of the achievement The date it was achieved Who it was achieved by An appropriate description of what they did to achieve this award. See sample wording below. Certificate of Recognition Wording A Certificate of Recognition is a formal, written recognition from an employer to an employee acknowledging and rewarding their good work. It usually includes some personal details about the recipient and thanks them for a recent accomplishment. It should be written in such a way that suits both the person who is being recognized for their achievement and the organization that is giving the award. Generic Wording Sample award certificate wording: This is to certify that [Name] has shown exceptional performance in our training program. The skills and knowledge she/he demonstrated are an important contribution to the success of our program. Date Signature Proudly awarded to [name] for being a member of the board of directors of [company name] for ten years now. Your efforts are highly appreciated. Date Signature This is to certify that [name] has shown exceptional performance in our training program. He/she performed with zeal and enthusiasm. We wish him all the best for a flourishing career ahead! Date Signature This certificate has been awarded to [name] for exceptional performance in the customer service department. The skills and knowledge he/she demonstrated are an important contribution to the success of our company. Date Signature Presented to [name] for shown outstanding accomplishments in our PR department. Date Signature Wording for Students Sample award certificate wording: [Name of school] Certificate of recognition This certificate is awarded to [Student Name] for exemplary performance in class. Date Signature This certificate is presented to [Student Name] for the commendable and consistent progress in all his/her classes. Date Signature The principal, teachers, and the students of [School Name] are proud to present this certificate to [Student Name] for Outstanding performance in all her subjects. Date Signature Awarded to [Student Name] by [School Name], in recognition of the excellent performance and participation in sports during the year 2020-2021 Date Signature [Name of school] Certificate of recognition Presented to [Student Name] for the commendable and consistent progress in all her/his classes. Date: Signature: 11 Ways to Show Recognition Give employees a recognition certificate In a digital world, we rarely get a note or award that we can touch and feel. You can print a certificate of recognition for free so it won't cost you anything. It will make the recipient feel recognized and appreciated. Frame the employee certificate so that it can be hung up to show others that effort is appreciated in your company.

Order lunch Once a month or once every 6 months order lunch for everyone and have a get together at the office. Try to use this time to brainstorm or set future goals. Having lunch together will strengthen their bonds and interpersonal relationships and also make the employees feel appreciated. If you don't have a budget for lunch then snacks will work too. Book a team-building activity One of the best ways to strengthen bonds and interpersonal relationships is via a team-building activity. You don't even have to organize it yourself since there are so many companies that will take care of that for you. However, if you don't have a budget, then you can organize it yourself. Recognize your employees' birthdays On their birthday send a small gift, call, send a message, or a greeting card. Make them feel appreciated. Celebrate at the office with a cake or give them the day off on their birthday. If an entire day off is too much then let them leave an hour or two earlier. It will make them feel like you care and make them care too. When employees reach goals reward them with some time off to recuperate. They will return to work refreshed and ready to reach new goals and heights. Encourage feedback When you encourage feedback from employees you are telling them that you value their opinion and that it matters to you. You will also be surprised by what you can learn when you listen to people with a different perspective. You might actually learn something! Create a fun coffee station Who doesn't love coffee? Set up a fun and inviting coffee station. Treat your staff and buy tea, coffee, and cookies to show how much you appreciate them. Occasionally, you can buy donuts or other treats. It won't cost that much but it will be appreciated. Encourage education and promotion Many people leave their job so they can pursue education or get a promotion. That is a lot of valuable experience and knowledge leaving your company. Encourage education and opportunities for promotion to prevent them from leaving. Don't forget to say thank you Yes, you are paying them to do something and yes, they have to do it. However, saying thank you has a lot of power. Saying thank you is such a simple way to show appreciation yet it is more powerful than many think.



Give feedback Many employees want to hear they have done a good job from their managers. It not only makes them feel good but lets them know they are going in the right direction. Create a wall of fame We offer free printables for employee of the month.



Why not print one each week and create a wall of fame?



This will make employees feel proud and motivate them to be selected. Their motivation will in turn help your business.

You can also give employees a Year of Service award certificate to make employee anniversaries. Contents Digital credentials such as certificates serve as an effective way to recognize and honor an individual's achievements or contributions. While choosing a certificate template is important, it is equally essential to craft a certificate text that conveys the intended message accurately. In this blog post, we have provided ten different types of certificates along with certificate text samples that you can use as a starting point for creating your own certificates. Sending a certificate is easy with Sertifier but, you may be looking for some sample text to use in your certificates. If you are not sure what to write in a certificate, you can check this post for some templates for every type of event.

Here are some example certificate texts we put together for you to use. Feel free to copy and use them within your certificates. What Are Certificate Text Samples? Certificate content sample The certificate of achievement is awarded to individuals who have demonstrated outstanding performance in their field. Here's an example text for certificate that you can use for a certificate of achievement: "This certificate is presented to [Name] in recognition of their exceptional performance and outstanding achievements in [Field/Industry] on [Date]. Your hard work, dedication, and perseverance have been instrumental in your success, and we are honored to recognize your accomplishments." The certificate of excellence is awarded to individuals who have achieved remarkable success or made significant contributions to their field. Here you can find example of certificate text samples that you can use for a certificate of excellence: "This certificate is awarded to [Name] in recognition of their remarkable achievements and exceptional contributions to [Field/Industry] on [Date]. Your hard work, determination, and passion have set a high standard of excellence, and we are proud to recognize your accomplishments." Certificate template text The certificate of recognition is awarded to individuals or organizations that have made noteworthy contributions to a cause or community. Here's an example of certificate text that you can use for a certificate of recognition: "This certificate is awarded to [Name/Organization] in recognition of their remarkable contributions to [Cause/Community] on [Date]. Your tireless efforts and commitment to [Cause/Community] have made a significant impact, and we are grateful for your service." The certificate of completion is awarded to individuals who have successfully completed a course, program, or training. If you are looking for certificate text samples that you can use for a certificate of completion: "This certificate is awarded to [Name] in recognition of their successful completion of [Course/Program/Training Name] on [Date]. Your hard work, dedication, and commitment to learning have enabled you to achieve this milestone, and we are proud to recognize your accomplishment." The certificate of graduation is awarded to individuals who have completed a degree or academic program. Here's an example of certificate text that you can use for a certificate of graduation: "This certificate is awarded to [Name] in recognition of their successful completion of [Degree/Academic Program Name] on [Date]. Your hard work, determination, and commitment to academic excellence have enabled you to achieve this significant milestone, and we are proud to recognize your achievement." Text for certificate The certificate of honor is awarded to individuals who have demonstrated exceptional bravery, courage, or valor in the face of adversity. Here's an example of certificate text that you can use for a certificate of honor: "This certificate is awarded to [Name] in recognition of their exceptional bravery and courage in the face of adversity on [Date]. Your selflessness, courage, and unwavering commitment to [Cause/Community] have set a high standard of excellence, and we are honored to recognize your achievement." The certificate of appreciation is awarded to individuals or organizations to express gratitude for their services or contributions. Here's an example of certificate text that you can use for a certificate of appreciation: "This certificate is awarded to [Name/Organization] in appreciation of their invaluable services and contributions to [Cause/Community/Organization] on [Date]. Your dedication, hard work, and generosity have made a significant impact, and we are grateful for your support." The certificate of service is awarded to individuals who have provided exceptional service to an organization or community. Here's an example of certificate text that you can use for a certificate of service: "This certificate is awarded to [Name] in recognition of their exceptional service to [Organization/Community] on [Date]. Your tireless dedication, commitment, and hard work have made a significant difference, and we are honored to recognize your contributions." Certificate of participation The certificate of participation is awarded to individuals who have actively participated in an event or program. It is one of the most searched certificate text samples on the net. Here's an example of certificate text that you can use for a certificate of participation: "This certificate is awarded to [Name] in recognition of their active participation in [Event/Program Name] between [Event/Program Dates]."



Your participation, enthusiasm, and dedication have been an integral part of the success of [Event/Program Name], and we are pleased to recognize your involvement." The certificate of appreciation for volunteers is awarded to individuals who have volunteered their time and efforts for a cause or organization. Here's an example of certificate text sample that you can use for a certificate of appreciation for volunteers: "This certificate is awarded to [Name] in appreciation of their invaluable volunteer services and contributions to [Cause/Organization] between [Volunteering Dates]. Your selfless dedication, hard work, and generosity have made a significant impact, and we are grateful for your support." Crafting effective certificate text is crucial in conveying the intended message accurately. Whether it's recognizing an individual's achievements, expressing gratitude, or acknowledging outstanding service, using the right language can make all the difference in conveying your appreciation. We hope that these ten examples of certificate text have provided you with a starting point for creating your own certificates that effectively recognize and honor an individual's achievements and contributions. If you need to create certificates you might be interested in our blog which we compare Thinkific Certificates and Sertifier Credentials. Published March 10, 2023In Frame: Group of graduates holding certificate Source: Getty ImagesCertificates are an effective way to recognize accomplishments and show appreciation. The right certificate text, on the other hand, can greatly increase the impact of a certificate. Whether it's an achievement, participation, or recognition certificate, the text should be clear, specific, and tailored to the occasion and recipient. This blog post will provide you with a variety of certificate text samples ranging from academic excellence to philanthropy. We'll also go over why certificate text is important and how it can affect the certificate's impact. So, let's get started and identify the perfect text for your next certificate!Colorful certificatesThe text is just as important as the design when it comes to creating a certificate. A fantastic certificate text can make or break the certificate's impact. So, what makes a great certificate text?These are the three major factors that determine the quality of certificate text: Clarity: The text on a certificate should be clear and easy to understand. The recipient should be able to quickly grasp the purpose of the certificate and the reason for the recognition.Specificity: A great certificate text should be specific to the occasion and the recipient. Use details that are unique to the situation and the person to make the certificate feel more personal and meaningful.Tone: The tone of the certificate text should match the occasion and the recipient. For example, a certificate of excellence should have a more formal tone than a certificate of participation. Make sure the tone is appropriate for the occasion and reflects the level of recognition.Below are certificate text samples for a variety of categories to help you find the perfect text for your certificates in form of ready to use templates: Certificate of Achievement template:This certificate is awarded to [Name] for outstanding achievement in [activity/subject] on [date]. Your dedication, hard work, and commitment to excellence have made a significant impact, and we are proud to recognize your accomplishments.Certificate of Appreciation template:In appreciation for your invaluable contribution to [organization/cause], we award this certificate to [Name]. Your time, effort, and dedication have been instrumental in making a positive difference, and we are grateful

for your support.Certificate of Completion template:This certificate is awarded to [Name] for successfully completing [course/training program] on [date]. Your hard work, commitment, and dedication to learning have led to your continued success in your future endeavors.Certificate of Excellence template:In recognition of your exceptional performance, we present this certificate to [Name]. Your dedication, hard work, and commitment to excellence have set a high standard for others to follow. Congratulations on this well-deserved recognition.Certificate of Participation template:This certificate is awarded to [Name] in recognition of your participation in [event/program]. Your contribution and active involvement have made this event/program a success, and we thank you for your support.Certificate of Recognition template:This certificate is presented to [Name] in recognition of your outstanding contributions to [organization/cause]. Your selflessness, hard work, and dedication have made a significant impact, and we are grateful for your support.Certificate of Merit template:In recognition of your exceptional work and achievements, we present this certificate to [Name].

Your dedication, hard work, and commitment to excellence have made a significant impact, and we are proud to recognize your accomplishments.Certificate of Attendance template:This certificate is awarded to [Name] for attending [event/training program] on [date]. Your attendance demonstrates your commitment to learning and personal/professional growth, and we commend you for your efforts.Certificate of Service template:In recognition of your dedicated service, we present this certificate to [Name]. Your selflessness, commitment, and hard work have made a positive impact, and we are grateful for your contributions to [organization/cause].Certificate of Leadership template:In recognition of your outstanding leadership skills, we present this certificate to [Name]. Your ability to inspire, motivate, and guide others has made a significant impact, and we are proud to recognize your achievements.Certificate of Innovation template:This certificate is awarded to [Name] for exceptional innovation in [field/subject] on [date]. Your creative thinking, problem-solving skills, and commitment to pushing boundaries have led to this accomplishment, and we wish you continued success in your future endeavors.Certificate of Dedication template:In recognition of your unwavering dedication, we present this certificate to [Name]. Your commitment, perseverance, and hard work have made a significant impact, and we are grateful for your contributions to [organization/cause].Certificate of Environmental Stewardship template:In recognition of your exceptional work in protecting and preserving the environment, we present this certificate to [Name]. Your passion, dedication, and commitment to sustainability have made a positive impact, and we are grateful for your contributions.Certificate of Community Service template:This certificate is awarded to [Name] for exceptional work in serving the community on [date]. Your selflessness, dedication, and commitment to helping others have made a significant impact, and we are proud to recognize your achievements.Certificate of Humanitarian Service template:In recognition of your exceptional work in promoting human welfare and social reform, we present this certificate to [Name]. Your selflessness, passion, and commitment to making a positive difference in the lives of others have been an inspiration, and we are grateful for your contributions.Certificate of Volunteerism template:This certificate is awarded to [Name] for outstanding volunteer service on [date]. Your dedication, commitment, and generosity have made a significant impact, and we are proud to recognize your contributions to [organization/cause].Certificate of Empowerment template:This certificate is awarded to [Name] for exceptional work in empowering others on [date]. Your selflessness, passion, and commitment to helping others have made a significant impact, and we are proud to recognize your achievements.Certificate of Academic Excellence template:In recognition of your outstanding academic achievement, we present this certificate to [Name].

Your hard work, dedication, and commitment to learning have set a high standard, and we are proud to recognize your accomplishments.Degree Certificate template:This certifies that [Recipient Name] has successfully completed the requirements for the degree of [Degree Title] from [University Name], and is hereby conferred with all rights, honors, and privileges pertaining to this degree.Donation Certificate template:This certificate is awarded to [Donor Name] in recognition of their generous donation of [Amount] to [Charitable Organization] on [Date]. Your contribution will make a significant impact in our mission to [Mission of the organization], and we are grateful for your support. Thank you for your commitment to making a positive difference in the lives of others.Certificate of Philanthropy template:This certificate is awarded to [Name] for exceptional work in philanthropy on [date]. Your generosity, compassion, and commitment to making a positive difference in the lives of others have been an inspiration, and we are grateful for your contributions.Certificate of Creativity template:In recognition of your exceptional creativity, we present this certificate to [Name]. Your imagination, originality, and ability to think outside the box have set a high standard, and we are proud to recognize your accomplishments.Certificate of Internship Completion template:This certifies that [Recipient Name] has successfully completed the [Internship Program Name] at [Company Name], and has demonstrated the necessary skills, knowledge, and professionalism required for the field.Certificate of Work Experience template:This certifies that [Recipient Name] has worked as a [Job Title] at [Company Name] from [Start Date] to [End Date], and has demonstrated excellent skills, knowledge, and professionalism during their employment.Certificate of Origin template:This certifies that the [Product Name] described below was produced by [Manufacturer Name] and originates from [Country of Origin].Certificate of Baptism template:This certifies that [Recipient Name] was baptized on [Date of Baptism] at [Church Name], in the presence of the congregation, and has become a member of the [Denomination Name] faith.Certificate of Competency template:This certifies that [Recipient Name] has successfully demonstrated the necessary knowledge, skills, and abilities required for the job position of [Job Title] at [Company Name], and has achieved a high level of competency in this role.Certificate of Good Standing template:This certifies that [Company Name] is currently in good standing and is authorized to do business within [Jurisdiction Name]. According to our records, [Company Name] has complied with all the necessary legal and regulatory requirements, including payment of taxes and submission of required documents.Certificate of Membership template:This certifies that [Recipient Name] is a member of [Organization Name] and has fulfilled all the requirements for membership.Certificate of Compliance template:This certifies that [Company Name] has complied with all the necessary regulations and requirements, including but not limited to [List of Regulations or Requirements].Certificate of Authenticity template:This certifies that the [Product Name] described below is an authentic product of [Brand Name], and has been manufactured to meet the highest standards of quality and craftsmanship.Certificate of Guarantee template:This certifies that [Product Name] purchased from [Company Name] is guaranteed to be free from defects in materials and workmanship for a period of [Guarantee Period] from the date of purchase. In the event of any defects or issues with the product during the guarantee period, [Company Name] will repair or replace the product at no cost to the customer.Certificate of Warranty template:This certifies that [Product Name] purchased from [Company Name] is covered by a warranty for a period of [Warranty Period] from the date of purchase. The warranty covers defects in materials and workmanship and includes repair or replacement of the product at no cost to the customer.Bonafide Certificate template:This is to certify that [Student Name], son/daughter of [Father's Name/Mother's Name] is a bonafide student of [School/College/University Name].

He/She has been studying in our institution since [Joining Date] and is currently enrolled in the [Course Name] course. His/Her enrollment number is [Enrollment Number]. This certificate is issued on the request of the student and is true and accurate to the best of our knowledge.Certificate of Medical Fitness template:This is to certify that [Patient Name] has undergone a medical examination and has been found to be medically fit to perform the following activities: [Activities or job description that requires medical fitness]. The medical examination was performed on [Date of Examination] and the results indicate that the patient is free from any medical conditions or illnesses that would prevent him/her from performing the aforementioned activities.Certificate of Felicitation template:This certificate is presented to [Recipient Name] in recognition of his/her outstanding contributions to [Field/Industry/Organization] and dedication to the betterment of society. [Recipient Name] has shown exemplary leadership skills, innovative thinking, and has made significant contributions to [Field/Industry/Organization]. His/Her hard work and dedication have been an inspiration to all. This certificate is presented with our heartfelt appreciation and congratulations.Certificate of Fellowship template:This is to certify that [Recipient Name] has been awarded the Fellowship of [Organization Name] in recognition of his/her outstanding contributions to [Field/Industry/Organization] and dedication to the betterment of society. [Recipient Name] has shown exceptional knowledge, skills, and expertise in his/her field and has made significant contributions to [Field/Industry/Organization]. His/Her hard work and dedication have been an inspiration to all.Certopus design tool with free certificate templatesLooking for a way to streamline your certificate issuance process? Look no further than Certopus. With our platform, you'll have access to a wide variety of professionally designed certificate templates, as well as automatic certificate generation, dynamic QR code, mass mailing, and more. Certificates generated using Certopus are tamper-resistant and socially shareable especially integrable with LinkedIn certification section, giving you the best value for your organization. Try Certopus today and see how easy certificate issuance can be.What should be included in certificate text?A great certificate text should be clear, specific, and have an appropriate tone. It should include the recipient's name, the name of the organization issuing the certificate, the date of certification, and the reason for the certificate.How can I make sure my certificate text is effective?To make sure your certificate text is effective, keep it simple and to the point. Use plain language and avoid using technical jargon. Make sure the tone of the certificate is appropriate for the occasion.Can I customize the certificate text for different occasions?Yes, you can customize the certificate text for different occasions.For example, a certificate of achievement might have a different tone than a certificate of participation. Make sure the language and tone of the certificate text are appropriate for the occasion.Schedule a demo to learn more about Certopus for your business use-case, or if you have any questions, please contact us. We would be delighted to assist you. Finally, if you're on social media, follow us to remain informed about our latest developments and to learn more about digital certificates. Coming up with the right wording on award certificates is important to properly recognize the recipients' achievements. There are no firm rules for how to design an award certificate, but there are some best practices you can follow to make sure the wording looks polished and professional. The text elements on award certificates typically include the following items: Title or headingPresentation line Recipient's nameFrom lineDescriptionDateSignature The information doesn't necessarily have to appear in this order, and some sections can be combined into a single line. Other necessary parts of an award certificate include graphical elements like borders, logos, seals, and lines for signatures, dates, and other text elements. Below are generic certification headings that can apply to a number of situations.

The specific reason for the recognition can be explained in the descriptive text. Certificate of AchievementCertificate of RecognitionCertificate of AppreciationCertificate of CompletionCertificate of ExcellenceCertificate of ParticipationAward CertificateAward of ExcellenceAchievement AwardRecognition Award Alternatively, the phrase "Certificate" or "Award" can be the prefix or suffix for a more specific title, such as "Certificate of Perfect Attendance" or "Employee of the Month Award." The name of the organization giving the award could be included as part of the title (for example, "Dunham Elementary School Classroom of the Month Award").

It's common practice to set the title in a larger size and sometimes in a different color from the rest of the text. For long titles, stack the words and align them to the left or right, varying the size of the words to create a pleasing arrangement.

Jetta Productions / Getty Images Following the title, include one of these phrases or a variation: is awarded tois hereby awarded tois presented tois given tois hereby bestowed upon Even though the title of the award may say "Certificate of Appreciation," the following line may start out with "This certificate is presented to" or similar wording.

Emphasize the name of the recipient with a different font choice or color. You might want to make the name larger than the other text. The recipient doesn't have to be one individual; it could be a group, organization, or team. Some certificates include a line saying who is giving the award, and others include this information in the description section. This could be the name of a company or organization, or it can be an individual. The "from" section is more common when the certificate is coming from a specific person, such as a son giving a "Best Dad" certificate to his father. A descriptive paragraph that gives specifics about why a person or group is receiving the certificate is optional. In the case of a Perfect Attendance Award, the title is self-explanatory. For other types of certificates, especially when several awards are presented for different accomplishments, it is customary to describe the reason that an individual is getting the recognition. This descriptive text may start out with such phrases as: in recognition ofin appreciation forfor achievements infor outstanding achievements in The text that follows can be as simple as a couple of words, or it can be a full phrase. For example: in recognition of their service as cafeteria monitor for the 2013-2014 school year.for outstanding achievements in all sales categories for 2015, including an 89% overall closing rate, 96% excellent customer service rating, and six consecutive months as a top producer.

While most of the text on a certificate is set with a centered alignment, when the descriptive text is more than two or three lines of text, it usually looks better flush left or fully justified. Formats for dates on a certificate can take many forms. The date typically comes before or after the award description. The date is typically the date on which the award is made, while the specific dates for which the award applies may be set out in the title or descriptive text.

For example: is presented on October 27, 2018is awarded on the 27th of October, 2018on this 27th day of October Signatures make a certificate appear legitimate. If you know ahead of time who will be signing the certificate, you can add a printed name beneath the signature line. For a single signature line, centered or aligned to the right side of the certificate looks nice. Some certificates may have two signature lines; for example, one for an employee's immediate supervisor, and one for an officer of the company. Placing them to the left and right with a space in between works well. Adjust the signature line to maintain good visual balance.

Here are two examples of certificate wording that incorporate the information outlined above. Certificate of Appreciationis presented toMr. K.C. Jonesby Rodbury Co. 2nd Shiftin recognition of outstanding achievements in all sales categories for 2018 on October 27, 2018. Favorit Teacher Awardis given toMrs. O'Reillyby Jennifer Smithon this 27th day of October, 2018. Thanks for letting us know! Get the Latest Tech News Delivered Every Day Subscribe Tell us why!